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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: November 6, 2000

AMENDED

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To: Civil Service Commission Staff
Department of Human Resources
Decentralized Personnel Units Staff

From: Kate Favetti
Executive Officer

Subject: ***Schedule and Deadlines for Preparation of the Civil Service Commission Agenda - Calendar Year 2001***

The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for commission meetings in Calendar Year 2001.

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Mailed	Files Assembled	Delivery to Commission
01/01/01	*Cancelled due to New Year's Day Holiday*					
01/08/01	SPECIAL MEETING *					
01/08/01	12/28/00 11a.m.	12/28/00 3p.m.	12/29/00	01/02/01	01/03/01	01/04/01
01/15/01	*Cancelled due to Martin Luther King, Jr. Day Holiday*					
02/05/01	01/25/01 11a.m.	01/25/01 3p.m.	01/26/01	01/30/01	01/31/01	02/01/01
02/19/01	*Cancelled due to President's Day Holiday*					
03/05/01	02/22/01 11a.m.	02/22/01 3p.m.	02/23/01	02/27/01	02/28/01	03/01/01
03/19/01	03/08/01 11a.m.	03/08/01 3p.m.	03/09/01	03/13/01	03/14/01	03/15/01
04/02/01	03/22/01 11a.m.	03/22/01 3p.m.	03/23/01	03/27/01	03/28/01	03/29/01
04/16/01	04/05/01 11a.m.	04/05/01 3p.m.	04/06/01	04/10/01	04/11/01	04/12/01
05/07/01	04/26/01 11a.m.	04/26/01 3p.m.	04/27/01	05/01/01	05/02/01	05/03/01
05/21/01	05/10/01 11a.m.	05/10/01 3p.m.	05/11/01	05/15/01	05/16/01	05/17/01
06/04/01	05/24/01 11a.m.	05/24/01 3p.m.	05/25/01	05/29/01	05/30/01	05/31/01
06/18/01	06/07/01 11a.m.	06/07/01 3p.m.	06/08/01	06/12/01	06/13/01	06/14/01
07/02/01	*Cancelled due to Independence Day Holiday*					
07/16/01	07/05/01 11a.m.	07/05/01 3p.m.	07/06/01	07/10/01	07/11/01	07/12/01
08/06/01	07/26/01 11a.m.	07/26/01 3p.m.	07/27/01	07/31/01	08/01/01	08/02/01
08/20/01	08/09/01 11a.m.	08/09/01 3p.m.	08/10/01	08/14/01	08/15/01	08/16/01
09/03/01	*Cancelled due to Labor Day Holiday*					
09/17/01	09/06/01 11a.m.	09/06/01 3p.m.	09/07/01	09/11/01	09/12/01	09/13/01
10/01/01	09/20/01 11a.m.	09/20/01 3p.m.	09/21/01	09/25/01	09/26/01	09/27/01
10/15/01	10/04/01 11a.m.	10/04/01 3p.m.	10/05/01	10/09/01	10/10/01	10/11/01
11/05/01	10/25/01 11a.m.	10/25/01 3p.m.	10/26/01	10/30/01	10/31/01	11/01/01
11/19/01	11/08/01 11a.m.	11/08/01 3p.m.	11/09/01	11/13/01	11/14/01	11/15/01
12/03/01	*11/21/01 11a.m.*	*11/21/01 3p.m.*	*11/26/01*	11/27/01	11/28/01	11/29/01
12/17/01	*Cancelled due to various Winter Holidays*					

*** The Special Meeting of 01/08/01 only to be held in Room 408. All other meetings will be held in Room 416.**

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, January 8, 2001

1:30 p.m.

(Room 408, City Hall)
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

SF
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1/8/01
Special
1:30pm

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Labor Negotiator, CSC
Organization: All.
Anticipated issue under negotiation:

Rule 017 Series – Probationary Period
Fire Rules:
310 – Examination Announcement & Applicants
311 – Examinations
312 – Eligible Lists
313 – Certification of Eligibles

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IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 01/04/01

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
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1/8/01
special
2:00pm

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Special Meeting
of
January 8, 2001

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

4 49370 SFPL: ECONO JRS
10 SFPL 01/17/03 60

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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City and County of San Francisco
Civil Service Commission

Agenda for Special Meeting
January 8, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Regular Meeting of December 4, 2000

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0858-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-00/01	Airport	$3,000,000	Will provide professional engineering consulting services for the preparation of plans and specifications of the Navigational Aids System for the Runways Reconfiguration Program at San Francisco International Airport.	Regular	07/31/08
4310-00/01	Airport	$4,000,000	Will provide, install and maintain a comprehensive state-of-the-art replacement aircraft noise abatement and management system.	Regular	03/01/02
4311-00/01	Human Services	$600,000	Will provide truancy prevention services to middle-school students in CalWORKs families in Bayview Hunter's Point, Visitacion Valley, and Mission neighborhoods; and provide citywide information and referral services related to truancy prevention.	Regular	06/30/02
4312-00/01	Public Works	$7,500,000	Will provide ongoing as-needed support for various engineering work and services required to augment workload for emergency jobs and short duration projects.	Regular	06/30/04
4313-00/01	Airport	$200,000	Will process and respond to public comments on the Precision Runway Monitor, Instrument Landing System, Simultaneous Offset Instrument Approach, and complete an Environmental Assessment as required by the Federal Aviation Administration.	Regular	01/31/02
4314-00/01	Juvenile Probation	$59,442	Will provide job readiness training, placement and follow-up case management for youth while residing at Log Cabin Ranch and ensure successful transition into the community upon release from custody.	Regular	06/30/01
4003-99/00	Airport	Increase Amount $5,000,000 New Amount $11,300,000	Will conduct additional environmental analyses of various projects for development of a clear and concise Environmental Impact Report and Environmental Impact Statement.	Regular	02/01/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4031-98/99	Fire Department	Increase Amount $229,000 New Amount $979,000	Will conduct a job analysis, develop new examination components for H-2 Firefighter, and defend examination against any legal challenges.	Regular	09/30/02
4084-99/00	Parking & Traffic	Increase Amount $1,000,000 New Amount $1,500,000	Will provide design services for the initial phase of a City-wide transportation management system to improve traffic safety/transit operations and reduce congestion.	Regular	02/01/03
4235-00/01	Airport	Increase Amount $400,000 New Amount $750,000	Will provide ongoing technical support services for various projects, and other environmental services for the Runway Reconfiguration Program.	Regular	02/01/02
4236-00/01	Port	Increase Amount $312,720 New Amount $412,720	Will provide data management software and consulting services to meet the Port's needs in areas of billing, property and vessel management.	Regular	07/31/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Proposed amendment to the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles. (File No. 0862-00-5) - Action Item

Recommendation: Post for adoption.

(7) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0001-01-5) - Action Item

December 4, 2000: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(8) Proposed amendment to Volume IV - Civil Service Commission Rules Applicable to Service-Critical Classes at the Municipal Transportation Agency, Rule 412 - Duration of Eligible Lists to add Section 412.32 - Extension of Eligibility. (File No. 0860-00-5) - Action Item

Recommendation: Adopt.

(9) Request to extend Volume IV - Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0002-01-5) - Action Item

December 4, 2000: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the MTA Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(10) Proposed amendment to Civil Service Commission Rule - 17 Series - Probationary Period affecting all employees. (File No. 0861-00-5) - Action Item

Recommendation: Post for adoption following meet and confer.

(11) **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item**

September 18, 2000:	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16, 2000:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.
November 6, 2000:	Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
Recommendation:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0350-00-7) - Action Item**

October 2, 2000:	Postpone to the meeting of October 16, 2000 to allow Mr. Edward's representative to be present.
October 16, 2000:	Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
Recommendation:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Appeal by Michael Lonergan on the Director of Transportation's decision on examination matters regarding protest of the Transit Manager I (Job Code 9140) examination announcement. (File No. 0736-99-4) - Action Item**

December 4, 2000: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

Recommendation: Adopt report. Deny appeal.

(14) **Appeal by Fred McMillen of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (File No. 0682-00-4) - Action Item**

Recommendation: Adopt report. Deny the appeal of Fred McMillen. Sustain the decision of the Office of the Sheriff.

(15) **Appeal by Pierre Francois of the Human Resources Director's decision on his eligibility as Firefighter (Job Code H - 2). (File No. 0698-00-6) - Action Item**

Recommendation: Adopt report. Deny the appeal of Pierre Francois. Sustain the decision of the Human Resources Director.

EXECUTIVE OFFICER'S REPORT

(16) **Preliminary Civil Service Commission Budget Request, Fiscal Year 2001-02. (File No. 0863-00-1) - Action Item**

Recommendation: Postpone action on the Fiscal Year 2001-02 Budget Request until the meeting of February 5, 2001.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
265
#5
1/8/01
special

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Special Meeting
January 8, 2001

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:25 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 4, 2000

Action: Adopt. (Vote of 4 to 0)

ANNOUNCEMENTS

The meeting of January 15, 2001 is cancelled due to the Martin Luther King, Jr. Birthday Holiday. Also, the meeting of February 5, 2001 will be the only meeting in the month of February, due to the President's Day Holiday.

0858-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-00/01	Airport	$3,000,000	Will provide professional engineering consulting services for the preparation of plans and specifications of the Navigational Aids System for the Runways Reconfiguration Program at San Francisco International Airport.	Regular	07/31/08
4310-00/01	Airport	$4,000,000	Will provide, install and maintain a comprehensive state-of-the-art replacement aircraft noise abatement and management system.	Regular	03/01/02
4311-00/01	Human Services	$600,000	Will provide truancy prevention services to middle-school students in CalWORKs families in Bayview Hunter's Point, Visitacion Valley, and Mission neighborhoods; and provide citywide information and referral services related to truancy prevention.	Regular	06/30/02
4312-00/01	Public Works	$7,500,000	Will provide ongoing as-needed support for various engineering work and services required to augment workload for emergency jobs and short duration projects.	Regular	06/30/04
4313-00/01	Airport	$200,000	Will process and respond to public comments on the Precision Runway Monitor, Instrument Landing System, Simultaneous Offset Instrument Approach, and complete an Environmental Assessment as required by the Federal Aviation Administration.	Regular	01/31/02
4314-00/01	Juvenile Probation	$59,442	Will provide job readiness training, placement and follow-up case management for youth while residing at Log Cabin Ranch and ensure successful transition into the community upon release from custody.	Regular	06/30/01
4003-99/00	Airport	Increase Amount $5,000,000 New Amount $11,300,000	Will conduct additional environmental analyses of various projects for development of a clear and concise Environmental Impact Report and Environmental Impact Statement.	Regular	02/01/02
4031-98/99	Fire Department	Increase Amount $229,000 New Amount $979,000	Will conduct a job analysis, develop new examination components for H-2 Firefighter, and defend examination against any legal challenges.	Regular	09/30/02
4084-99/00	Parking & Traffic	Increase Amount $1,000,000 New Amount $1,500,000	Will provide design services for the initial phase of a City-wide transportation management system to improve traffic safety/transit operations and reduce congestion.	Regular	02/01/03
4235-00/01	Airport	Increase Amount $400,000 New Amount $750,000	Will provide ongoing technical support services for various projects, and other environmental services for the Runway Reconfiguration Program.	Regular	02/01/02
4236-00/01	Port	Increase Amount $312,720 New Amount $412,720	Will provide data management software and consulting services to meet the Port's needs in areas of billing, property and vessel management.	Regular	07/31/01

0858-00-8 (continued)

Speakers:
(1) Commissioner Donald Casper spoke on PSC #4031-98/98 and PSC #4084-99/00.
(2) Binnie Singh, San Francisco Fire Department, responded regarding PSC #4031-98/99.
(3) Cheryl Liu, Department of Parking and Traffic, responded to questions on PSC #4084-99/00.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0862-00-5 Proposed amendment to the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles. (Item No. 6)

Speakers: None.

Action: Post for adoption. (Vote of 4 to 0)

0001-01-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 7)

December 4, 2000: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0860-00-5 Proposed amendment to Volume IV - Civil Service Commission Rules Applicable to Service-Critical Classes at the Municipal Transportation Agency, Rule 412 - Duration of Eligible Lists to add Section 412.32 - Extension of Eligibility. (Item No. 8)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0002-01-5 Request to extend Volume IV - Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 9)

December 4, 2000:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the MTA Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.
Speakers:	None.
Action:	Adopt. (Vote of 4 to 0)

0861-00-5 Proposed amendment to Civil Service Commission Rule - 17 Series - Probationary Period affecting all employees. (Item No. 10)

Speakers:	None.
Action:	Post for adoption following meet and confer. (Vote of 4 to 0)

0486-00-7 Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 11)

September 18, 2000:	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16, 2000:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.
November 6, 2000:	Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
Speakers:	None.
Action:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 12)**

October 2, 2000:	Postpone to the meeting of October 16, 2000 to allow Mr. Edward's representative to be present.
October 16, 2000:	Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
Speakers:	None.
Action:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0736-99-4 **Appeal by Michael Lonergan on the Director of Transportation's decision on examination matters regarding protest of the Transit Manager I (Job Code 9140) examination announcement. (Item No. 13)**

December 4, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
Speakers:	None.
Action:	Mr. Lonergan withdrew his appeal. (Vote of 4 to 0)

0682-00-4 **Appeal by Fred McMillen of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (Item No. 13)**

Speakers:	Mr. Fred McMillen Sgt. Kenneth Ferrigno, Office of the Sheriff
Action:	Postpone to the meeting of March 5, 2001, at the request of Mr. McMillen. (Vote of 4 to 0)

0698-00-6 **Appeal by Pierre Francois of the Human Resources Director's decision on his eligibility as Firefighter (Job Code H - 2). (Item No. 15)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Pierre Francois
Binnie Singh, San Francisco Fire Department

Action: Adopt report. Deny the appeal of Pierre Francois. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0863-00-1 **Preliminary Civil Service Commission Budget Request, Fiscal Year 2001-02. (Item No. 16)**

Speakers: None.

Action: Postpone action on the Fiscal Year 2001-02 Budget Request until the meeting of February 5, 2001. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:18 p.m.

25 Van Ness Avenue, Suite 720 ● San Francisco, CA 94102-6033 ● www.ci.sf.ca.us/civil_service/

CSC-14 (12/99)

SF
C65
#4
1/31/01
1:00pm
Special - Closed

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, January 31, 2001

1:00 p.m. "rescheduled to 2/5/01 12:00

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**Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place
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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Labor Negotiator, CSC
Organization: Firefighters Union, Local 798.
Anticipated issue under negotiation:
Fire Rules:
310 – Examination Announcements & Applicants
311 – Examinations
312 – Eligible Lists
313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public

Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 01/26/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

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I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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Information on Disability Access

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4

1/31/01 special
rescheduled to
2/5/01
(cancelled)

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

January 31, 2001

NOTICE

2/2/01 per phone call to CSC / this rescheduled meeting is cancelled

The Civil Service Commission Special Meeting of Wednesday, January 31, 2001 at ***1:00 P.M.*** is rescheduled for Monday, February 5, 2001 at 12:00 noon. Call the Commission Office at 252-3247, if there are questions or if further information is required.

CIVIL SERVICE COMMISSION

Kate Fa

KATE FAVETTI
Executive Officer

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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1/31/01
Special
2:00pm

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, January 31, 2001

2:00 p.m. "Canceled"

Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!

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01-26-01 04:5[illegible]

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Proposed Amendments to Volume III Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Fire Department, specifically:

Rule 310 – Examination Announcements and Applicants
Rule 311 – Examinations
Rule 312 – Eligible Lists
Rule 313 – Certification of Eligibles

Recommendation: Adopt.

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/31/01
Special
Canceled

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

January 31, 2001

NOTICE

The Civil Service Commission Special Meeting of Wednesday, January 31, 2001 at ***2:00 P.M.*** is canceled. Call the Commission Office at 252-3247, if there are questions or if further information is required.

CIVIL SERVICE COMMISSION
Kate Favetti
KATE FAVETTI
Executive Officer

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CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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**Regular Meeting
of
February 5, 2001**

**Room 416, City Hall
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 5, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Special Meeting of January 8, 2001 - 1:30 p.m.

Recommendation: Approve.

Special Meeting of January 8, 2001 - 2:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **COMMENDATIONS AGENDA**

Commendation for Norma Gill upon her retirement after 34 years of service to the City and County of San Francisco. (File No. 0074-01-1)

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0075-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4315-00/01	Airport	$250,000	Will provide studies and reports on wetlands and threatened endangered species. Will prepare required reports and studies for regulatory agencies such as US Environmental Protection Agency and US Corps of Engineers.	Regular	02/04/03
4316-00/01	Public Works	$191,975	Will provide architectural services for the Martin Luther King Jr. Pool, which includes redesigning lighting systems, modifying plans and specifications of the pool area, and overseeing construction administration.	Regular	12/08/01
4317-00/01	Public Works	$2,600,000	Will provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/03
4318-00/01	Public Health	$800,000	Will provide clinical, business, operational and managed care programmatic and information systems support. In addition, provide services for Local and Wide Area Network, and Web based applications.	Regular	06/30/02
4319-00/01	Environment	$72,000	Will provide training to City & County of San Francisco architects and engineers in the field of resource efficient building design techniques, also known as environmental building design or "green building."	Regular	06/30/02
4155-99/00	Airport	Increase Amount $3,350,000 New Amount $4,150,000	Will prepare alternative conceptual habitat mitigation plans for the Airport's land fill and floating runway in the San Francisco Bay to comply with regulatory agency requirements.	Regular	02/04/03
4170-98/99	Airport	Increase Amount $3,400,000 New Amount $4,988,001	Will provide construction management services for the upgrade and expansion of the Airport Wastewater Treatment Plant project.	Regular	05/30/04

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Approval of exempt appointments under Charter Section 10.104-1 through 10.104.12 which exceed the Charter-Imposed "CAP." (File No. 0081-01-1) - Action Item

Recommendation: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(8) Appeal by Everett Brandon of the decision of the Executive Officer, Civil Service Commission to close case. (File No. 0080-01-1) - Action Item

Recommendation: Adopt report. Deny appeal.

(9) Appeal by Charles Coffey of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery. (File No. 0531-00-3) - Action Item

Recommendation: Adopt report. Deny the appeal of Charles Coffey. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability: of Virgilio Estillore, permanent civil service Automotive Service Worker (Job Code 7410) Municipal Transportation Agency. (File No. 0844-00-7) - Action Item

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(11) Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item

September 18, 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16, 2000:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.
November 6, 2000:	Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
January 8, 2001:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.
Recommendation of the Municipal Transportation Agency:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0350-00-7) - Action Item**

October 2, 2000:	Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.
October 16, 2000:	Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
January 8, 2001:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.
Recommendation of the Municipal Transportation Agency:	Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.

(13) **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (File No. 0694-00-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(14) **Determination of future employability: disciplinary release of entrance probationary appointment of Samuel Walton, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0741-00-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License.

(15) **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7) - Action Item**

February 7, 2000:	Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2000:	Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.
May 15, 2000:	Off calendar pending resolution of litigation.
Recommendation of the Recreation and Park Department:	No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) **Progress report on Class Consolidation Project. (File No. 0078-01-1)**

Recommendation: Approve.

(17) **Report on provisional appointments. (File No. 0079-01-1)**

Recommendation: Approve.

(18) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(19) **ADJOURNMENT**

In memory of Ms. Edna Faulk, aunt of Human Resources Director Andrea Gourdine, who passed away on Tuesday, January 16, 2001.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
February 5, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carltlon B. Goodlett Place

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CALL TO ORDER

2:07 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of January 8, 2001 - 1:30 p.m.

Action: Approve. (Vote of 3 to 0)

Special Meeting of January 8, 2001 - 2:00 p.m.

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

Due to the legal holiday occurring on Monday, February 19, 2001 (President's Day Holiday), the regular Civil Service Commission meeting on this date is canceled. The Commission will hold Special Meetings in February, if necessary, to address any emergency matters. The next meeting will be held on March 5, 2001.

0074-01-1 Commendation for Norma Gill upon her retirement after 34 years of service to the City and County of San Francisco.

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0075-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4315-00/01	Airport	$250,000	Will provide studies and reports on wetlands and threatened endangered species. Will prepare required reports and studies for regulatory agencies such as US Environmental Protection Agency and US Corps of Engineers.	Regular	02/04/03
4316-00/01	Public Works	$191,975	Will provide architectural services for the Martin Luther King Jr. Pool, which includes redesigning lighting systems, modifying plans and specifications of the pool area, and overseeing construction administration.	Regular	12/08/01
4317-00/01	Public Works	$2,600,000	Will provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/03
4318-00/01	Public Health	$800,000	Will provide clinical, business, operational and managed care programmatic and information systems support. In addition, provide services for Local and Wide Area Network, and Web based applications.	Regular	06/30/02
4319-00/01	Environment	$72,000	Will provide training to City & County of San Francisco architects and engineers in the field of resource efficient building design techniques, also known as environmental building design or "green building."	Regular	06/30/02
4155-99/00	Airport	Increase Amount $3,350,000 New Amount $4,150,000	Will prepare alternative conceptual habitat mitigation plans for the Airport's land fill and floating runway in the San Francisco Bay to comply with regulatory agency requirements.	Regular	02/04/03
4170-98/99	Airport	Increase Amount $3,400,000 New Amount $4,988,001	Will provide construction management services for the upgrade and expansion of the Airport Wastewater Treatment Plant project.	Regular	05/30/04

Speakers: Commissioner Casper inquired why City employees were not utilized for PSC #4316-00/01. Human Resources Director Andrea Gourdine responded that special design expertise was needed.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.
(Vote of 3 to 0)

0081-01-1 **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 7)**

Speakers: Commissioner Casper raised concerns regarding 1) whether the Clerk of the Board of Supervisors is classified as a department head; and 2) the justification for requesting additional Deputy Directors in the Department on Aging.

Action: Postpone to the meeting of March 5, 2001. The Commission 1) instructed the City Attorney to advise the Commission on whether the Clerk of the Board of Supervisors is considered a department head; and 2) instructed the Human Resources Director to provide additional information on the request from the Board of Supervisors and the Department on Aging, including the percentage of exempt positions to civil service positions, detailed descriptions of duties and responsibilities of the requested positions, and a comparison of the requested positions to existing Special Assistant positions. (Vote of 3 to 0)

0080-01-1 **Appeal by Everett Brandon of the decision of the Executive Officer, Civil Service Commission to close case. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of March 5, 2001 at the request of Mr. Brandon. (Vote of 3 to 0)

0531-00-3 **Appeal by Charles Coffey of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery. (Item No. 9)**

Speakers:
Minh Vu, Department of Human Resources - Workers Compensation Division
Charles Coffey

Action: Postpone to the meeting of March 19, 2001 to allow the Department of Human Resources to respond to questions on the application of battery pay based on Commission policy. (Vote of 3 to 0)

0844-00-7 **Determination of future employability: of Virgilio Estillore, permanent civil service Automotive Service Worker (Job Code 7410) Municipal Transportation Agency. (Item No. 10)**

Speakers:
Parveen Boparai, Municipal Transportation Agency
LeJeune Carter, TWU, Local 250-A

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 3 to 0)

0486-00-7 **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 11)**

September 18, 2000: Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.

November 6, 2000: Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.

November 20, 2000: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

January 8, 2001: Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

Speakers:
Faith Van Putten, Municipal Transportation Agency
Ed Wong, Municipal Transportation Agency
William Murphy, Attorney

Action: Postpone to the meeting of March 5, 2001 to allow Mr. Murphy the opportunity to review the additional material submitted by the department. (Vote of 3 to 0).

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

October 2, 2000: Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.

October 16, 2000: Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.

November 20, 2000: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

January 8, 2001: Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

Speakers:
Faith Van Putten, Municipal Transportation Agency
Darryl Edwards

Action: Postpone to the meeting of March 5, 2001 to allow the full Commission to make a final determination. (Vote of 3 to 0)

0694-00-7 **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (Item No. 13)**

Speakers: None.

Action: Postpone to the meeting of March 5, 2001 at the request of Larry Shockey, Attorney. (Vote of 3 to 0)

0741-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Samuel Walton, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

Speakers: None.

Action: Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License. Mr. Walton failed to appear. (Vote of 3 to 0)

0870-99-7 **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 15)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

May 15, 2000: Off calendar pending resolution of litigation.

Speakers: None.

Action: Postpone to the meeting of March 19, 2001 at the request of Mr. Miller. (Vote of 3 to 0)

0078-01-1 **Progress report on Class Consolidation Project. (Item No. 16)**

Action: Approve. (Vote of 3 to 0)

0079-01-1 **Report on provisional appointments. (Item No. 17)**

Action: Approve. (Vote of 3 to 0)

0086-01-1 **Fiscal Year 2001-02 Civil Service Commission Budget Request. (Item No. 18)**

January 8, 2001:	Postpone action on the Fiscal Year 2001-02 Budget Request until the meeting of February 5, 2001.
Action:	Approve the Fiscal Year 2001-02 Budget Request; Forward to the Mayor and the Controller by February 21, 2001. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:20 p.m.

In memory of Ms. Edna Faulks, aunt of Human Resources Director Andrea Gourdine and Departmental Personnel Officer Michael Brown, who passed away on Tuesday, January 16, 2001. The Commission extends its sympathy to the family.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, March 5, 2001

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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special
closed

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

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Fax 2/28/01

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Geoff Rothman, Labor Negotiator, DHR
Organization: ALL
Anticipated issue's under negotiation:

- Merit System issues related to Collective Bargaining
- Fire Rules:
  - 310 – Examination Announcements & Applicants
  - 311 – Examinations
  - 312 – Eligible Lists
  - 313 – Certification of Eligibles
- Veterans Preference

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 02/28/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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Information on Disability Access

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In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Special

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, March 5, 2001

1:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

I. The Special Meeting convened at 1:15 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

Commissioner Adrienne Pon presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session began at 1:17 p.m. in City Hall, Room 416 and the following were present:

Adrienne Pon, President, CSC
Rosabella Safont, Vice President, CSC
Donald A. Casper, Commissioner
Morgan R. Gorrono, Commissioner
Kate Favetti, Executive Officer, CSC
Joseph Asaro, SFFD Administration
Jesusa Cruz, SFFD Exam Unit
Jill Figg, Deputy City Attorney
Andrea Gourdine, Human Resources Director
Gene Rucker, Labor Negotiator, CSC
Linda Ross, Chief Labor Attorney
Geoff Rothman, Department of Human Resources
Anita Sanchez, Assistant Executive Officer, CSC
Binnie Singh, SFFD Human Resources Director
Molly Stump, Deputy City Attorney
Alan Wong, SFFD Exam Unit

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A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Geoff Rothman, Labor Negotiator, DHR
Organization: ALL
Anticipated issues under negotiation:

- Merit System issues related to Collective Bargaining
- Fire Rules:
  - 310 – Examination Announcements & Applicants
  - 311 – Examinations
  - 312 – Eligible Lists
  - 313 – Certification of Eligibles
- Veterans Preference

Closed Session ended at 2:30 p.m.

The Commissioners were provided proposed Rules under discussion.

IV. Reconvened in open session at 2:37:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session . (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment

2:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 5, 2001

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 5, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Regular Meeting of February 5, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0160-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4320-00/01	Public Health	$155,000	Will provide pharmaceutical and consulting services to patients of Special Programs for Youth/Youth Guidance Center Clinics who require prescription and over-the-counter medication as part of their treatment.	Regular	06/30/02
4321-00/01	Public Health	$1,300,000	Will generate highly specialized step-down cost reports to optimize DPH revenues and reimbursements within regulations of Medicare, Medi-Cal, and third party insurers.	Regular	03/30/05
4322-00/01	Public Works	$120,000	Will provide professional architectural design services to remodel the San Francisco General Hospital Catheterization Lab, accommodate the latest digital radiographic equipment to redesign the lab space and eliminate the darkroom.	Regular	12/31/02
4323-00/01	Juvenile Probation	$69,500	Will provide a court ordered diversion and supervision program for at risk youth on a daily basis, to ensure that the youth adhere to conditions of their release.	Regular	07/23/01
4324-00/01	Mayor's Office-Business & Economic Development	$170,000	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/01
4325-00/01	City Administrator's Office	$470,000	Will promote beverage container recycling, develop an outreach survey program, and collect baseline data on the project so that the City can determine outreach dollars spent per ton diverted.	Regular	06/30/02
4326-00/01	Human Services	$300,000	Will organize and facilitate expansion of programs and support services of faith based agencies to families in child welfare and CalWORKS systems, including recruitment of adoptive families, employment training and publishing a resource directory.	Regular	01/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4327-00/01	Airport	$75,000	Will provide parking citation processing and payment services for vehicles on San Francisco Airport property.	Regular	06/30/02
4328-00/01	Public Works	$5,500,000	Will provide professional architectural and engineering services that will integrate City Staff Team of professionals to design a new 14-story, (energy efficient) office building with two floors below grade.	Regular	12/31/04
4329-00/01	Public Health	$230,000	Will provide intermittent, specialized gerontological care services and supervision of UCSF Nursing students.	Regular	09/30/03
4330-00/01	Adult & Aging Services	$1,711,753	Will provide a web-based centralized intake information system for families, caregivers and consumers to access information on long-term care services available in the community especially for adults with functional impairments and for older aging adults.	Regular	06/30/02
4072-97/98	Airport	Increase Amount $200,000 New Amount $650,000	Will advise and assist in submitting reports and contour maps on the status of the noise impact area, progress in achieving full compliance with state regulations, and developing programs to reduce noise of impact area.	Regular	08/31/02
4170-99/00	Tele-communication & Information Services	Increase Amount $117,875 New Amount $267,875	Will develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01
4218-00/01	Public Works	Increase Amount $1,500,000 New Amount $2,100,000	Will provide as-needed multi-discipline engineering and mapping services to meet workload demands including: reviewing, inspecting and processing permit applications, paving construction coordination, and underground utility program services.	Regular	05/01/04
4250-00/01	Adult & Aging Services	Increase Amount $201,696 New Amount $403,392	Will provide naturalization services including outreach, intake and assessment of clients' eligibility for naturalization, citizenship preparation, coordination and referral, advocacy and follow-up services.	Regular	09/30/01
4267-00/01	Tele-communication & Information Services	Increase Amount $552,200 New Amount $852,200	Will develop a policy and procedures manual, administrative standards, and procedures to support the E911 mission critical system. Will provide interim staffing for the E911 computer system.	Regular	06/30/01

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

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(6) **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (File No. 0081-01-1) - Action Item**

February 5, 2001:	Postpone to the meeting of March 5, 2001. The Commission instructed 1) the City Attorney to advise the Commission on whether the Clerk of the Board of Supervisors is considered a department head; and 2) the Human Resources Director to provide the percentage of exempt positions to civil service positions, detailed descriptions of duties and responsibilities of the requested positions, and a comparison of the requested positions to existing Special Assistant positions.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(7) **Appeal by Everett Brandon of the decision of the Executive Officer to close case. (File No. 0080-01-1) - Action Item**

February 5, 2001:	Postpone to the meeting of March 5, 2001 at the request of Mr. Brandon.
Recommendation of the Executive Officer Civil Service Commission:	Adopt report. Deny appeal of Mr. Brandon.

(8) **Appeal by Fred McMillen of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (File No. 0682-00-4) - Action Item**

January 8, 2001:	Postpone to the meeting of March 5, 2001 at the request of Mr. McMillen.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Fred McMillen. Sustain the recommendation of the Office of the Sheriff.

(9) **Appeal by Gloria Clara of the Human Resources Director's unsuccessful identification of a reasonable accommodation placement. (File No. 0037-01-6) - Action Item**

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Gloria Clara. Sustain the decision of the Human Resources Director.

(10) **Appeal by Peter Der of the Director of Transportation's rejection of application for Transit Manager I (Job Code 9140) Municipal Transportation Agency. (File No. 0743-99-4) - Action Item**

Recommendation of the Director of Transportation: Adopt report. Deny the appeal of Peter Der. Sustain the decision of the Director of Transportation.

(11) **Appeal by Lloyd Kraal of the denial of reasonable accommodation. (File No. 0813-00-6) - Action Item**

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Lloyd Kraal. Sustain the decision of the Human Resources Director.

(12) **Appeal by Samuel Avila, Jr. and Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (File No. 0158-01-4) - Action Item**

Recommendation of the Director of Transportation: Deny the appeal of the rejection of the applications from Maintenance Controller (Job Code 7340) examination by Samuel Avila, Jr. and Rudolph Pankratius.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: termination of temporary exempt appointment of Douglas Gordon, Custodian (Job Code 2708) San Francisco International Airport. (File No. 0837-00-7) - Action Item**

Recommendation of the San Francisco International Airport:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(14) **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item**

September 18, 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16, 2000:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.
November 6, 2000:	Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
January 8, 2001:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

0486-00-7 (continued)

February 5, 2001:	Postpone to the meeting of March 5, 2001 to allow Mr. Murphy the opportunity to review the additional material submitted by the department.
Recommendation of the Municipal Transportation Agency:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(15) **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0350-00-7) - Action Item**

October 2, 2000:	Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.
October 16, 2000:	Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.
November 20, 2000:	Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.
January 8, 2001:	Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.
February 5, 2001:	Postpone to the meeting of March 5, 2001.
Recommendation of the Municipal Transportation Agency:	Cancel all current examinations and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.

(16) **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (File No. 0694-00-7) - Action Item**

February 5, 2001: Postpone to the meeting of March 5, 2001 at the request of Larry Shockey, Attorney.

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(17) **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Moore, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0843-00-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0161-01-1)**

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(19) **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0165-01-1)**

Recommendation: Approve; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001.

(20) **Activities of the Civil Service Department from November 1, 2000 to January 31, 2001. (File No. 0166-01-1)**

Recommendation: Approve.

(21) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(22) ADJOURNMENT

In memory of Mrs. Eileen Albrecht Murphy, mother of San Francisco City and County Employees Retirement System Executive Director Clare Murphy, who passed away on February 24, 2001.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
March 5, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:38 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

John Moran, Business Representative, Machinist Lodge No. 1414 requested that the Commission not take action on Agenda Item No. #12 to allow him to negotiate with the Director of Transportation of the Municipal Transportation Agency on the impact of the Commission's decision on the Maintenance Controller Job Code. The Commission indicated that its decision would not close any future discussion with the Director of Transportation, Municipal Transportation Agency.

APPROVAL OF MINUTES

Regular Meeting of February 5, 2001

Action: Approve. (Vote of 4 to 0)

0160-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4320-00/01	Public Health	$155,000	Will provide pharmaceutical and consulting services to patients of Special Programs for Youth/Youth Guidance Center Clinics who require prescription and over-the-counter medication as part of their treatment.	Regular	06/30/02
4321-00/01	Public Health	$1,300,000	Will generate highly specialized step-down cost reports to optimize DPH revenues and reimbursements within regulations of Medicare, Medi-Cal, and third party insurers.	Regular	03/30/05
4322-00/01 *Over to 3/19/01*	Public Works	$120,000	Will provide professional architectural design services to remodel the San Francisco General Hospital Catheterization Lab, accommodate the latest digital radiographic equipment to redesign the lab space and eliminate the darkroom.	Regular	12/31/02
4323-00/01	Juvenile Probation	$69,500	Will provide a court ordered diversion and supervision program for at risk youth on a daily basis, to ensure that the youth adhere to conditions of their release.	Regular	07/23/01
4324-00/01	Mayor's Office-Business & Economic Development	$170,000	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/01
4325-00/01	City Administrator's Office	$470,000	Will promote beverage container recycling, develop an outreach survey program, and collect baseline data on the project so that the City can determine outreach dollars spent per ton diverted.	Regular	06/30/02
4326-00/01	Human Services	$300,000	Will organize and facilitate expansion of programs and support services of faith based agencies to families in child welfare and CalWORKS systems, including recruitment of adoptive families, employment training and publishing a resource directory.	Regular	01/31/03
4327-00/01 *Over to 3/19/01*	Airport	$75,000	Will provide parking citation processing and payment services for vehicles on San Francisco Airport property.	Regular	06/30/02
4328-00/01	Public Works	$5,500,000	Will provide professional architectural and engineering services that will integrate City Staff Team of professionals to design a new 14-story, (energy efficient) office building with two floors below grade.	Regular	12/31/04
4329-00/01	Public Health	$230,000	Will provide intermittent, specialized gerontological care services and supervision of UCSF Nursing students.	Regular	09/30/03
4330-00/01	Adult & Aging Services	$1,711,753	Will provide a web-based centralized intake information system for families, caregivers and consumers to access information on long-term care services available in the community especially for adults with functional impairments and for older aging adults.	Regular	06/30/02
4072-97/98 *Over to 3/19/01*	Airport	Increase Amount $200,000 New Amount $650,000	Will advise and assist in submitting reports and contour maps on the status of the noise impact area, progress in achieving full compliance with state regulations, and developing programs to reduce noise of impact area.	Regular	08/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4170-99/00 *Over to 3/19/01*	Tele-communication & Information Services	Increase Amount $117,875 New Amount $267.875	Will develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01
4218-00/01	Public Works	Increase Amount $1,500,000 New Amount $2,100,000	Will provide as-needed multi-discipline engineering and mapping services to meet workload demands including: reviewing, inspecting and processing permit applications, paving construction coordination, and underground utility program services.	Regular	05/01/04
4250-00/01	Adult & Aging Services	Increase Amount $201,696 New Amount $403.392	Will provide naturalization services including outreach, intake and assessment of clients' eligibility for naturalization, citizenship preparation, coordination and referral, advocacy and follow-up services.	Regular	09/30/01
4267-00/01	Tele-communication & Information Services	Increase Amount $552,200 New Amount $852,200	Will develop a policy and procedures manual, administrative standards, and procedures to support the E911 mission critical system. Will provide interim staffing for the E911 computer system.	Regular	06/30/01

Speakers:

Galen Leung, Department of Public Health spoke on PSC #4321-00/01 and PSC #4329-00/01.
Jim Horan, Department of Public Works spoke on PSC #4322-00/01.
Dolores Blanding, San Francisco International Airport spoke on PSC #4327-00/01 and PSC #4072-97/98.
Leslie Abbott, Local 21 spoke on PSC #4328-00/01.

Action:

1) Postpone PSC #4322-00/01; PSC #4327-00/01 and PSC #4072-97/98 to the meeting of March 19, 2001;
2) Postpone PSC #4170-99/00 to the meeting of March 19, 2001, at the request of the Department of Telecommunications and Information Services; and
3) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0081-01-1 **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 6)**

February 5, 2001: Postpone to the meeting of March 5, 2001. The Commission instructed 1) the City Attorney to advise the Commission on whether the Clerk of the Board of Supervisors is considered a department head; and 2) the Human Resources Director to provide the percentage of exempt positions to civil service positions, detailed descriptions of duties and responsibilities of the requested positions, and a comparison of the requested positions to existing Special Assistant positions.

Speakers:
Linda Marini, Department of Human Resources
Gloria Young, Clerk, Board of Supervisors
John Taylor, Former Clerk, Board of Supervisors

Action: 1) Approve the exemption from civil service the Special Assistant categories for the Department on Aging and Risk Management positions as authorized by Charter Section 10.104-1 through 10.104-12 and; 2) Postpone discussion on the Special Assistant category for Deputy Clerk, Board of Supervisors to the meeting of April 2, 2001. (Vote of 4 to 0)

0080-01-1 **Appeal by Everett Brandon of the decision of the Executive Officer to close case. (Item No. 7)**

February 5, 2001: Postpone to the meeting of March 5, 2001 at the request of Mr. Brandon.

Speakers:
Kate Favetti, Executive Officer, Civil Service Commission
Dorothy Yee, Department of Human Resources
Everett Brandon, Appellant

Action: Adopt report. Deny appeal of Mr. Brandon. (Vote of 4 to 0)

0682-00-4 **Appeal by Fred McMillen of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (Item No. 8)**

January 8, 2001: Postpone to the meeting of March 5, 2001 at the request of Mr. McMillen.

Speakers: Sgt. Kenneth Ferrigno, Office of the Sheriff
Fred McMillen, Appellant

Action: Adopt report. Deny the appeal of Fred McMillen. Sustain the recommendation of the Office of the Sheriff. (Vote of 4 to 0)

0037-01-6 **Appeal by Gloria Clara of the Human Resources Director's unsuccessful identification of a reasonable accommodation placement. (Item No. 9)**

Speakers: Silvia Castellanos, Department of Human Resources
Diana Garcia, Department of Human Resources
Gloria Clara, Appellant

Action: Adopt report. Deny the appeal of Gloria Clara. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0743-99-4 **Appeal by Peter Der of the Director of Transportation's rejection of application for Transit Manager I (Job Code 9140) Municipal Transportation Agency. (Item No. 10)**

Speakers: Michael Lum, Municipal Transportation Agency
Peter Der, Appellant

Action: Grant the appeal of Peter Der. (Vote of 3 to 1; Commissioner Safont dissents.)

0813-00-6 **Appeal by Lloyd Kraal of the Human Resources Director's decision to deny the request for reasonable accommodation. (Item No. 11)**

Speakers: Vernon Crawley, Municipal Transportation Agency
Brian Jennings, Municipal Transportation Agency
Lloyd Kraal, Appellant

Action: Adopt report. Deny the appeal of Lloyd Kraal. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0158-01-4 **Appeal by Samuel Avila, Jr. and Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (Item No. 12)**

Speakers: Regina Tharayil, Municipal Transportation Agency
Samuel Avila, Jr., Appellant
Rudolph Pankratius, Appellant

Action: Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius. (Vote of 4 to 0)

0837-00-7 **Determination of future employability: termination of temporary exempt appointment of Douglas Gordon, Custodian (Job Code 2708) San Francisco International Airport. (Item No. 13)**

Speakers: Dolores Blanding, San Francisco International Airport
Douglas Gordon, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 4 to 0)

0486-00-7 **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 14)**

September 18, 2000 Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.

November 6, 2000: Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.

November 20, 2000: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

January 8, 2001: Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

0486-00-7 (continued)

February 5, 2001: Postpone to the meeting of March 5, 2001 to allow Mr. Murphy the opportunity to review the additional material submitted by the department.

Speakers:
Faith Van Putten, Municipal Transportation Agency
William Murphy, Attorney
Nathaniel Vaughn, Appellant

Action: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 4 to 0)

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

October 2, 2000: Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.

October 16, 2000: Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.

November 20, 2000: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

January 8, 2001: Postpone to the meeting of February 5, 2001 at the request of the Municipal Transportation Agency.

February 5, 2001: Postpone to the meeting of March 5, 2001.

Speakers:
Faith Van Putten, Municipal Transportation Agency
Darryl Edwards, Appellant

Action: The Department rescinded its recommendation on restriction on future employment. Mr. Edwards is eligible to reapply immediately. (Vote of 4 to 0)

0694-00-7 **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (Item No. 16)**

February 5, 2001: Postpone to the meeting of March 5, 2001 at the request of Larry Shockey, Attorney.

Speakers: None.

Action: Postpone to the meeting of March 19, 2001, at the request of Larry Shockey, Attorney. (Vote of 4 to 0)

0843-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Moore, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 17)**

Speakers: Faith Van Putten, Municipal Transportation Agency
Lejeune Carter, TWU Local 250-A
Alan Moore, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License. (Vote of 4 to 0)

0161-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 18)**

Action: Approve. (Vote of 4 to 0)

0165-01-1 **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 19)**

Action: Approve; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001. (Vote of 4 to 0)

0166-01-1 **Activities of the Civil Service Department from November 1, 2000 to January 31, 2001. (Item No. 20)**

Recommendation: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Robert Danford, Institutional Police Sergeant (Job Code 8205) applicant expressed his concern regarding the manner in which the exam was created and administered.

Everett Brandon expressed his support for Veteran's preference in City and County jobs.

(21) ADJOURNMENT

7:15 p.m.

In memory of Mrs. Eileen Albrecht Murphy, mother of San Francisco City and County Employees Retirement System Executive Director Clare Murphy, who passed away on February 24, 2001. The Commission extends its sympathy to the family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

9/01

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

**Regular Meeting
of
March 19, 2001**

DOCUMENTS DEPT.

MAR 15 2001

SAN FRANCISCO
PUBLIC LIBRARY

**Room 416, City Hall
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 19, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Johnnie L. Carter
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of March 5, 2001

Recommendation: Approve.

Regular Meeting of March 5, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0160-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4322-00/01	Public Works	$120,000	Will provide professional architectural design services to remodel the San Francisco General Hospital Catheterization Lab, accommodate the latest digital radiographic equipment to redesign the lab space and eliminate the darkroom.	Regular	12/31/02
4327-00/01	Airport	$75,000	Will provide parking citation processing and payment services for vehicles on San Francisco Airport property.	Regular	06/30/02
4072-97/98	Airport	Increase Amount $200,000 New Amount $650,000	Will advise and assist in submitting reports and contour maps on the status of the noise impact area, progress in achieving full compliance with state regulations, and developing programs to reduce noise of impact area.	Regular	08/31/02
4170-99/00	Telecommunication & Information Services	Increase Amount $117,875 New Amount $267,875	Will develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01

March 5, 2001:	Postpone to the meeting of March 19, 2001.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0198-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4331-00/01	Public Works	$1,500,000	Will provide as-needed landscape architectural design services on existing parks to meet current safety and disabled access codes when workload exceeds staff capacity.	Regular	06/30/04
4332-00/01	Airport	$500,000	Will provide as-needed geotechnical engineering services to handle unique problems where staff lacks the expertise, including review and analysis of geotechnical reports, building and structural design, and existing and proposed underground structures.	Regular	06/30/03
4333-00/01	Airport	$5,333,334	Will provide medical and administrative services at the SFO Medical Clinic, and ensure appropriate staffing levels of physicians, nurses and administrative personnel.	Regular	06/30/04
4334-00/01	Public Works	$3,000,000	Will provide as-needed architectural services for design and production of construction documents for projects in or on City-owned facilities.	Regular	01/30/04
4335-00/01	Mayor's Office	$252,000	Will serve as Federal Legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Regular	12/31/01
4336-00/01	City Planning	$325,000	Will prepare and implement specific plans for San Francisco neighborhoods, and assist staff with preparation of an environmental impact report (EIR) for the Market and Octavia neighborhood plans.	Regular	03/20/02
4337-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$730,000	Will develop and implement the Chloramine Conversion Public Outreach program to educate water users including kidney dialysis facilities, etc. to achieve compliance with Federal and State regulations.	Regular	09/30/03
4338-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$700,000	Will provide engineering services and develop a Design Report for the chemical feed facilities required for the San Francisco Public Utilities Commission's conversion to chloramine as the residual disinfectant for the water transmission system.	Regular	12/31/01
4339-00/01	Public Utilities Commission (Water)	$150,000	Will conduct water pollution prevention assessments for small commercial businesses to determine significance of their discharge and develop business-specific water pollution prevention strategies.	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed amendments to the Civil Service Commission Rules - Examinations, Veterans Preference (Rules Series 011) affecting all employees. (File No. 0199-01-5) - Action Item

November 6, 2000:	Post for adoption following meet and confer.
Recommendation:	Adopt.

(8) Proposed amendments to the Civil Service Commission Rules - Probationary Period (Rules Series 17) affecting all employees. (File No. 0200-01-5) - Action Item

January 8, 2001:	Post for adoption following meet and confer.
Recommendation:	Adopt.

(9) Proposed posted amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Fire Department, specifically: 310 - Examination Announcements and Applicants; 311 - Examinations and; 312 - Eligible Lists. (File No. 0201-01-5) - Action Item

December 14, 2000:	Posted for adoption following meet and confer.
Recommendation:	Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by Charles Coffey of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery. (File No. 0531-00-3) - Action Item

February 5, 2001: Postpone to the meeting of March 19, 2001 to allow the Department of Human Resources to respond to questions on the application of battery pay based on Commission policy.

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Charles Coffey. Sustain the decision of the Human Resources Director.

(11) Appeal by Charles Walker on the rejection of application for Train Controller (Job Code 9150) Municipal Transportation Agency. (File No. 0080-01-1) - Action Item

Recommendation of the Director of Transportation Agency: Adopt report. Deny appeal of Charles Walker for Train Controller due to experience. Sustain the decision of the Director of Transportation.

(12) Appeal by Thomas Tom of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (File No. 0104-01-4) - Action Item

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Thomas Tom. Sustain the decision of the Human Resources Director.

(13) Appeal by Yonghyun Yoo of the rejection of background investigation for Police Officer (Job Code (Q - 2) San Francisco Police Department. (File No. 0105-01-4) - Action Item

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Yonghyun Yoo. Sustain the decision of the Human Resources Director.

(14) **Appeal by Lisa Watkins of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0852-00-3) - Action Item**

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Lisa Watkins. Sustain the decision of the Human Resources Director.

(15) **Appeal by Marianne Strange of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item**

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (File No. 0121-01-7) - Action Item**

Recommendation of the Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(17) **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (File No. 0694-00-7) - Action Item**

February 5, 2001: Postpone to the meeting of March 5, 2001 at the request of Larry Shockey, Attorney.

March 5, 2001: Postpone to the meeting of March 19, 2001, at the request of Larry Shockey, Attorney.

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(18) **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Moore, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0843-00-7) - Action Item**

March 5, 2001: Postpone to the meeting of March 19, 2001.

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License.

(19) **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7) - Action Item**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

May 15, 2000: Off calendar pending resolution of litigation.

February 5, 2001: Postpone to the meeting of March 19, 2001, at the request of Stanley Miller.

Recommendation of the Recreation and Park Department: No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(20) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0206-01-1)

Recommendation: Approve.

(21) Progress report on Class Consolidation Project. (File No. 0207-01-1)

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(22) Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0165-01-1) - Action Item

March 5, 2001: Approve; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission meeting of March 19, 2001.

Recommendation: Open for discussion.

(23) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(24) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

9/01

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

HNNIE L. CARTER, JR.
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 19, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:07 p.m.

ROLL CALL

Commissioner Johnnie L. Carter	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Excused

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Commissioner Casper introduced and welcomed Commissioner Johnnie L. Carter, Jr.

Criss Romero, IFPTE Local 21 representative, spoke in support of the proposed amendments to the Rules on Veterans Preference (Agenda Item #7) and Probationary Periods (Agenda Item #8). Mr. Romero also commented on Local 21 concerns related to the Civil Service Commission Rules governing the administration and the definition of Probationary Period.

APPROVAL OF MINUTES

Special Meeting of March 5, 2001

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 5, 2001

Action: Approve. (Vote of 3 to 0)

0160-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4322-00/01	Public Works	$120,000	Will provide professional architectural design services to remodel the San Francisco General Hospital Catheterization Lab, accommodate the latest digital radiographic equipment to redesign the lab space and eliminate the darkroom.	Regular	12/31/02
4327-00/01	Airport	$75,000	Will provide parking citation processing and payment services for vehicles on San Francisco Airport property.	Regular	06/30/02
4072-97/98	Airport	Increase Amount $200,000 New Amount $650,000	Will advise and assist in submitting reports and contour maps on the status of the noise impact area, progress in achieving full compliance with state regulations, and developing programs to reduce noise of impact area.	Regular	08/31/02
4170-99/00	Tele-communication & Information Services	Increase Amount $117,875 New Amount $267,875	Will develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01

March 5, 2001: Postpone to the meeting of March 19, 2001.

Speakers: Jim Horan, Department of Public Works and Carlos Villalva, Community Health Network spoke on PSC #4322-00/01.
Gabe Karol, San Francisco International Airport spoke on PSC #4327-00/01.
Jon Long spoke on PSC #4072-97/98.
Sandy Rosen spoke on PSC #4170-99/00.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0198-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4331-00/01	Public Works	$1,500,000	Will provide as-needed landscape architectural design services on existing parks to meet current safety and disabled access codes when workload exceeds staff capacity.	Regular	06/30/04
4332-00/01	Airport	$500,000	Will provide as-needed geotechnical engineering services to handle unique problems where staff lacks the expertise, including review and analysis of geotechnical reports, building and structural design, and existing and proposed underground structures.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4333-00/01	Airport	$5,333,334	Will provide medical and administrative services at the SFO Medical Clinic, and ensure appropriate staffing levels of physicians, nurses and administrative personnel.	Regular	06/30/04
4334-00/01	Public Works	$3,000,000	Will provide as-needed architectural services for design and production of construction documents for projects in or on City-owned facilities.	Regular	01/30/04
4335-00/01	Mayor's Office	$252,000	Will serve as Federal Legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Regular	12/31/01
4336-00/01	City Planning	$325,000	Will prepare and implement specific plans for San Francisco neighborhoods, and assist staff with preparation of an environmental impact report (EIR) for the Market and Octavia neighborhood plans.	Regular	03/20/02
4337-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$730,000	Will develop and implement the Chloramine Conversion Public Outreach program to educate water users including kidney dialysis facilities, etc. to achieve compliance with Federal and State regulations.	Regular	09/30/03
4338-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$700,000	Will provide engineering services and develop a Design Report for the chemical feed facilities required for the San Francisco Public Utilities Commission's conversion to chloramine as the residual disinfectant for the water transmission system.	Regular	12/31/01
4339-00/01	Public Utilities Commission (Water)	$150,000	Will conduct water pollution prevention assessments for small commercial businesses to determine significance of their discharge and develop business-specific water pollution prevention strategies.	Regular	06/30/02

Speakers: Theresa Lee, San Francisco International Airport, and Chris Wachsmuth, San Francisco General Hospital spoke on PSC #4333-00/01.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0199-01-5 **Proposed amendments to the Civil Service Commission Rules - Examinations, Veterans Preference (Rules Series 011) affecting all employees. (Item No. 7)**

November 6, 2000: Post for adoption following meet and confer.

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0200-01-5	**Proposed amendments to the Civil Service Commission Rules - Probationary Period (Rules Series 17) affecting all employees. (Item No. 8)**	
	January 8, 2001:	Post for adoption following meet and confer.
	Speakers:	None.
	Action:	Adopt. (Vote of 3 to 0)
0201-01-5	**Proposed posted amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Fire Department, specifically: 310 - Examination Announcements and Applicants; 311 - Examinations and; 312 - Eligible Lists. (Item No. 9)**	
	December 14, 2000:	Posted for adoption following meet and confer.
	Speakers:	None.
	Action:	Adopt. (Vote of 3 to 0)
0531-00-3	**Appeal by Charles Coffey, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency, of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery. (Item No. 10)**	
	February 5, 2001:	Postpone to the meeting of March 19, 2001 to allow the Department of Human Resources to respond to questions on the application of battery pay based on Commission policy.
	Speakers:	Minh Vu, Department of Human Resources - Workers Compensation Division Charles Coffey, Appellant
	Action:	Adopt report. Deny the appeal of Charles Coffey. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0080-01-1 **Appeal by Charles Walker on the rejection of application for Train Controller (Job Code 9150) Municipal Transportation Agency. (Item No. 11)**

Speakers: Michael Lum, Municipal Transportation Agency
Charles Walker, Appellant

Action: Adopt report. Deny appeal of Charles Walker for Train Controller due to experience. Sustain the decision of the Director of Transportation.
(Vote of 3 to 0)

0104-01-4 **Appeal by Thomas Tom of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (Item No. 12)**

Speakers: Sgt. Ken Ferrigno, Office of the Sheriff

Action: Adopt report. Deny the appeal of Thomas Tom. Sustain the decision of the Human Resources Director. Mr. Tom failed to appear. (Vote of 3 to 0)

0105-01-4 **Appeal by Yonghyun Yoo of the rejection of background investigation for Police Officer (Job Code (Q - 2) San Francisco Police Department. (Item No. 13)**

Speakers: Lt. Morris Tabak, San Francisco Police Department
Yonghyun Yoo, Appellant

Action: Adopt report. Deny the appeal of Yonghyun Yoo. Sustain the decision of the Human Resources Director.
(Vote of 3 to 0)

0852-00-3 **Appeal by Lisa Watkins, part-time Transit Operator (Job Code 9163), Municipal Transportation Agency, of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney. (Vote of 3 to 0)

0655-00-3 **Appeal by Marianne Strange, permanent civil service Senior Supervisor (Job Code 8216), Department of Parking and Traffic, of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 15)**

Speakers: Minh Vu, Department of Human Resources - Workers Compensation Division

Action: Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear. (Vote of 3 to 0)

0121-01-7 **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (Item No. 16)**

Speakers: None.

Action: Postpone to the meeting of April 16, 2001, at the request of SEIU Local 250. (Vote of 3 to 0)

0694-00-7 **Determination of future employability: of Robert McBriarty, permanent civil service Electrical Transit Mechanic (Job Code 7379) Municipal Transportation Agency. (Item No. 17)**

February 5, 2001: Postpone to the meeting of March 5, 2001 at the request of Larry Shockey, Attorney.

March 5, 2001: Postpone to the meeting of March 19, 2001, at the request of Larry Shockey, Attorney.

Speakers:
Faith Van Putten, Municipal Transportation Agency
Larry Shockey, Attorney
Robert McBriarity, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 3 to 0)

0843-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Moore, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 18)**

March 5, 2001: Postpone to the meeting of March 19, 2001.

Speakers: Faith Van Putten, Municipal Transportation Agency
Alan Moore, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License.
(Vote of 3 to 0)

0870-99-7 **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 19)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

May 15, 2000: Off calendar pending resolution of litigation.

February 5, 2001: Postpone to the meeting of March 19, 2001, at the request of Stanley Miller.

Action: Off Calendar. (Vote of 3 to 0)

0206-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 20)**

Action: Approve. (Vote of 3 to 0)

0207-01-1 **Progress report on Class Consolidation Project. (Item No. 21)**

Action: Approve. (Vote of 3 to 0)

0165-01-1 **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 22)**

March 5, 2001: Approve; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission meeting of March 19, 2001.

Speakers: Sheldon Martin, Civil Service Commission

Action: Approve; Report on results of Elected Officials Salary and Benefits Survey at the meeting of April 16, 2001. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:45 p.m.

The Civil Service Commission acted on Commissioner Johnnie L. Carter's motion to adjourn its meeting in memory of Robert Burton, brother of State Senator John L. Burton who passed away on March 18, 2001. The Commission extends its sympathy to the family and directed the Civil Service Commission Executive Officer to express the Commissioners condolences to the Burton family. (Vote of 3 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/01

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

INNIE L. CARTER, JR.
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 2, 2001

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 2, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Johnnie L. Carter
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 19, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0232-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-01/02	Police	$90,000	Will provide service 24 hours a day, 7 days a week to respond and conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/02
1001-01/02	Port	$40,000	Will provide access to the Journal of Commerce Port Import Export Reporting Service's database through an online system to obtain reports from the U.S. trade database.	Annual	06/30/02
1002-01/02	Animal Care and Control	$8,640	Will provide technical support, maintenance, and upgrade of the Chameleon Animal Case Management Computer Program.	Annual	06/30/02
1003-01/02	Animal Care and Control	$52,000	Will provide after-hour, weekend, and holiday emergency veterinary service on an as-needed basis.	Annual	06/30/02
1004-01/02	Animal Care and Control	$10,000	Will pick-up native wildlife from the animal shelter; and provide long-term care, rehabilitation, and release of the wildlife after initial triage by the department's staff.	Annual	06/30/02
1005-01/02	Sheriff	$1,600,000	Will provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention; and provide services including acupuncture, administrative support for records management and related counseling services to prisoners.	Annual	06/30/02
1006-01/02	Sheriff	$121,800	Will review all misdemeanor bookings, conduct interviews; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release; and provide supervision to insure individuals appear on court date.	Annual	06/30/02
1007-01/02	Sheriff	$70,600	Will manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Annual	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-01/02	Sheriff	$100,000	Will respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/02
1009-01/02	Sheriff	$200,000	Will provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/02
1010-01/02	Sheriff	$4,177,370	Will provide residential substance abuse counseling for prisoners paroled from county jail, and conduct electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/02
1011-01/02	Sheriff	$106,000	Will provide pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/02
1012-01/02	Human Resources	$1,036,055	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) administration, utilization review and case management.	Annual	06/30/02
1013-01/02	Human Resources	$2,026,924	Will provide workers' compensation adjusting services, including investigation of and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Annual	06/30/02
4340-00/01	Building Inspection	$500,000	Will continue the development of an earthquake damage assessment and mitigation program initiated in Phase I of an ongoing three phase program approved by the Building Inspection Commission and the Board of Supervisors.	Regular	06/30/03
4341-00/01	Airport	$17,543,000	Will provide construction management services for continuation of BART extension to Airport and related projects.	Regular	12/31/01
4342-00/01	Mayor's Business & Economic Development - Treasure Island	$300,000	Will prepare an Environmental Impact Report that would meet the requirements for environmental review imposed under federal and state legislation in order for the City to accept ownership of Treasure Island and to integrate the redevelopment plans.	Regular	12/31/01
4343-00/01	Human Resources	$898,096	Will investigate cases of questionable causation, as well as cases where abuse or fraud are suspected, which includes interviewing claimants, supervisors, and witnesses as-needed, for the Workers' Compensation Division and its third party administrator.	Regular	06/30/02
4344-00/01	Human Resources	$216,000	Will provide vocational rehabilitation services mandated by state law; and perform tasks relating to the provision of vocational rehabilitation benefits in workers' compensation cases.	Regular	06/30/02
4345-00/01	Human Resources	$250,000	Will provide nurse case management services in medically complex or problematic workers' compensation claims.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4096-99/00	Airport	Increase Amount $1,930,000 New Amount $5,960,000	Will provide further airspace analyses at the regional level to identify potential airspace interactions particularly with regard to air traffic routes and sequencing, and possible Bay impacts related to future SFO, OAK and SJC Airport development plans.	Regular	10/31/02
4143-99/00	Child Support Services	Increase Amount $16,778,316 New Amount $24,634,280	Will provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (File No. 0081-01-1) - Action Item

February 5, 2001: Postpone to the meeting of March 5, 2001. The Commission instructed 1) the City Attorney to advise the Commission on whether the Clerk of the Board of Supervisors is considered a department head; and 2) the Human Resources Director to provide the percentage of exempt positions to civil service positions, detailed descriptions of duties and responsibilities of the requested positions, and a comparison of the requested positions to existing Special Assistant positions.

March 5, 2001: 1) Approve the exemption from civil service the Special Assistant categories for the Department on Aging and Risk Management positions as authorized by Charter Section 10.104-1 through 10.104-12 and; 2) Postpone discussion on the Special Assistant category for Deputy Clerk, Board of Supervisors to the meeting of April 2, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(7) **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item**

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

(8) **Appeal by Kimberly Scott of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (File No. 0062-01-4) - Action Item**

Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Kimberly Scott. Sustain the decision of the Human Resources Director.

(9) **Appeal by Robert Brillantes, Jr. of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (File No. 0067-01-4) - Action Item**

Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Robert Brillantes, Jr. Sustain the decision of the Human Resources Director.

(10) **Appeal by Samuel Avila, Jr. and Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (File No. 0158-01-4) - Action Item**

March 5, 2001:	Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.
Recommendation of the Director of Transportation:	Deny the appeal of the rejection of the applications for the Maintenance Controller (Job Code 7340) examination by Samuel Avila, Jr. and Rudolph Pankratius.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) **Report on provisional appointments. (File No. 0233-01-1)**

Recommendation:	Approve.

EXECUTIVE OFFICER'S REPORT

(12) Report on the goals and objectives of the Civil Service Commission for Fiscal Year 2000-2001. (File No. 0234-01-1)

Recommendation: Approve.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

01

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

NNIE L. CARTER, JR.
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
April 2, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:11 p.m.

ROLL CALL

Commissioner Johnnie L. Carter	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 19, 2001

Action: Approve. (Vote of 3 to 0)

0232-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-01/02	Police	$90,000	Will provide service 24 hours a day, 7 days a week to respond and conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/02
1001-01/02	Port	$40,000	Will provide access to the Journal of Commerce Port Import Export Reporting Service's database through an online system to obtain reports from the U.S. trade database.	Annual	06/30/02
1002-01/02	Animal Care and Control	$8,640	Will provide technical support, maintenance, and upgrade of the Chameleon Animal Case Management Computer Program.	Annual	06/30/02
1003-01/02	Animal Care and Control	$52,000	Will provide after-hour, weekend, and holiday emergency veterinary service on an as-needed basis.	Annual	06/30/02
1004-01/02	Animal Care and Control	$10,000	Will pick-up native wildlife from the animal shelter; and provide long-term care, rehabilitation, and release of the wildlife after initial triage by the department's staff.	Annual	06/30/02
1005-01/02	Sheriff	$1,600,000	Will provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention; and provide services including acupuncture, administrative support for records management and related counseling services to prisoners.	Annual	06/30/02
1006-01/02	Sheriff	$121,800	Will review all misdemeanor bookings, conduct interviews; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release; and provide supervision to insure individuals appear on court date.	Annual	06/30/02
1007-01/02	Sheriff	$70,600	Will manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Annual	06/30/02
1008-01/02	Sheriff	$100,000	Will respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/02
1009-01/02	Sheriff	$200,000	Will provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/02
1010-01/02	Sheriff	$4,177,370	Will provide residential substance abuse counseling for prisoners paroled from county jail, and conduct electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/02
1011-01/02	Sheriff	$106,000	Will provide pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-01/02	Human Resources	$1,036,055	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) administration, utilization review and case management.	Annual	06/30/02
1013-01/02	Human Resources	$2,026,924	Will provide workers' compensation adjusting services, including investigation of and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Annual	06/30/02
4340-00/01	Building Inspection	$500,000	Will continue the development of an earthquake damage assessment and mitigation program initiated in Phase I of an ongoing three phase program approved by the Building Inspection Commission and the Board of Supervisors.	Regular	06/30/03
4341-00/01	Airport	$17,543,000	Will provide construction management services for continuation of BART extension to Airport and related projects.	Regular	12/31/01
4342-00/01	Mayor's Business & Economic Development - Treasure Island	$300,000	Will prepare an Environmental Impact Report that would meet the requirements for environmental review imposed under federal and state legislation in order for the City to accept ownership of Treasure Island and to integrate the redevelopment plans.	Regular	12/31/01
4343-00/01	Human Resources	$898,096	Will investigate cases of questionable causation, as well as cases where abuse or fraud are suspected, which includes interviewing claimants, supervisors, and witnesses as-needed, for the Workers' Compensation Division and its third party administrator.	Regular	06/30/02
4344-00/01	Human Resources	$216,000	Will provide vocational rehabilitation services mandated by state law; and perform tasks relating to the provision of vocational rehabilitation benefits in workers' compensation cases.	Regular	06/30/02
4345-00/01	Human Resources	$250,000	Will provide nurse case management services in medically complex or problematic workers' compensation claims.	Regular	06/30/02
4096-99/00	Airport	Increase Amount $1,930,000 New Amount $5,960,000	Will provide further airspace analyses at the regional level to identify potential airspace interactions particularly with regard to air traffic routes and sequencing, and possible Bay impacts related to future SFO, OAK and SJC Airport development plans.	Regular	10/31/02
4143-99/00	Child Support Services	Increase Amount $16,778,316 New Amount $24,634,280	Will provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/02

Speakers: Commissioner Casper inquired regarding PSC #1006-01/02 and whether civil service classes can perform review of misdemeanor bookings. Jean Mariani, Sheriff's Department, responded that they would not be a regular 8-hour job but involved irregular and intermittent hours.

0232-01-8 (continued)

Action:	Adopt Human Resources Director’s report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0081-01-1 **Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 6)**

February 5, 2001:	Postpone to the meeting of March 5, 2001. The Commission instructed 1) the City Attorney to advise the Commission on whether the Clerk of the Board of Supervisors is considered a department head; and 2) the Human Resources Director to provide the percentage of exempt positions to civil service positions, detailed descriptions of duties and responsibilities of the requested positions, and a comparison of the requested positions to existing Special Assistant positions.
March 5, 2001:	1) Approve the exemption from civil service the Special Assistant categories for the Department on Aging and Risk Management positions as authorized by Charter Section 10.104-1 through 10.104-12 and; 2) Postpone discussion on the Special Assistant category for Deputy Clerk, Board of Supervisors to the meeting of April 2, 2001.
Speakers:	Andrea Gourdine, Human Resources Director Gloria Young, Clerk of the Board of Supervisors Janene Murtha, Davis Reno, Attorneys at Law David Novogrodsky, IFPTE, Local 21
Action:	Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 0)

0655-00-3	**Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 7)**	
	March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
	Speakers:	None.
	Action:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources - Workers Compensation Division. (Vote of 3 to 0)
0062-01-4	**Appeal by Kimberly Scott of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (Item No. 8)**	
	Speakers:	Sgt. Kenneth Ferrigno, Sheriff's Department.
	Action:	Adopt report. Deny the appeal of Kimberly Scott. Sustain the decision of the Human Resources Director. Ms. Scott failed to appear. (Vote of 3 to 0)
0067-01-4	**Appeal by Robert Brillantes, Jr. of the rejection of background investigation for Deputy Sheriff I (Job Code 8302). (Item No. 9)**	
	Speakers:	Sgt. Kenneth Ferrigno, Sheriff's Department. Robert Brillantes, Jr., Appellant.
	Action:	Adopt report. Deny the appeal of Robert Brillantes, Jr. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)
0158-01-4	**Appeal by Samuel Avila, Jr. and Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (Item No. 9)**	
	March 5, 2001:	Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.
	Speakers:	Regina Tharayil, Municipal Transportation Agency Samuel Avila, Jr., Appellant John Moran, Machinist Lodge No. 1414

0158-01-4 (continued)

Action:	1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila an opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal. Mr. Pankratius failed to appear. (Vote of 3 to 0)

0233-01-1 **Report on provisional appointments. (Item No. 10)**

Speakers:	Linda Marini, Department of Human Resources
Action:	Approve. (Vote of 3 to 0)

0234-01-1 **Report on the goals and objectives of the Civil Service Commission for Fiscal Year 2000-2001. (Item No. 11)**

Action:	Approve. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting – Closed Session

Monday, April 16, 2001

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Organization: Firefighters – Local 798
Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

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PUBLIC LIBRARY

Fax 4/12/01

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 04/11/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/01
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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, April 16, 2001

1:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

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SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting convened at 1:14 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

Commissioner Adrienne Pon presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e)).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0).

Closed Session began at 1:20 p.m. in City Hall, Room 416 and the following were present:

Adrienne Pon, President
Rosabella Safont, Vice President
Donald A. Casper, Commissioner
Morgan R. Gorrono, Commissioner
Joseph Asaro, Fire Department
Kate Favetti, Executive Officer
Jill Figg, Office of the City Attorney
Andrea Gourdine, Human Resources Director
Gene Rucker, Labor Negotiator

Anita Sanchez, Assistant Executive Officer
Binnie Singh, Human Resources Director, Fire Department
Molly Stump, Office of the City Attorney
Alan Wong, Exam Unit Manager, Fire Department

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Organization: Firefighters – Local 798
Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

Closed Session ended at 2:07 p.m.

IV. Reconvene in open session at 2:20 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0).

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:21 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

/01

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

NIE L. CARTER, JR.
COMMISSIONER

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

**Regular Meeting
of
April 16, 2001**

**Room 416, City Hall
1 Dr. Carlton B. Goodlett Place**

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PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

AN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
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San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 16, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Johnnie L. Carter
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of April 2, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0263-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4347-00/01	Public Transportation	$1,500,000	Will provide insurance brokerage services to design, specify, place and administer an owner-controlled insurance program for construction of the Initial Operating Segment of the Third Street Light Rail Transit Project.	Regular	07/31/06
4348-00/01	Public Transportation	$6,900,000	Will provide claims adjusting services for existing and new claims for workers compensation benefits. Services include claims review and investigation; monitoring of medical care and case management; and payment of employees' benefits and medical bills.	Regular	06/30/04
4349-00/01	Water Department	$55,000	Will investigate and analyze corrosion anomalies found on the Crystal Springs No. 3 pipeline infrastructure and provide a report with recommendations to prevent deterioration of the pipeline materials through the progression of the corrosion process.	Regular	12/31/01
4346-00/01	Tele-communication & Information Services	Increase Amount $100,000 New Amount $150,000	Will provide specialized design, construction, and operation consulting expertise for the implementation of a telecommunications network for the City and County of San Francisco.	Regular	10/31/01

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (File No. 0264-01-3) - Action Item**

Recommendation:	Open for discussion; forward Commission action to the Mayor's Office for inclusion in the FY 2001-2002.

(7) **Appeal by Samuel Avila, Jr. on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (File No. 0158-01-4) - Action Item**

March 5, 2001:	Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.
April 2, 2001:	1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal.
Recommendation of the Director of Transportation:	Deny the appeal of the rejection of the application for the Maintenance Controller (Job Code 7340) examination by Samuel Avila, Jr.

(8) **Appeal by Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (File No. 0265-01-4) - Action Item**

March 5, 2001:	Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.
April 2, 2001:	1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal. Mr. Pankratius failed to appear.
Recommendation of the Director of Transportation:	Deny the appeal of the rejection of the applications for the Maintenance Controller (Job Code 7340) examination by Rudolph Pankratius.

(9) **Appeal by Nathaniel Winston, Jr. of the Human Resources Director's decision to dismiss the harassment/hostile work environment complaint. (File No. 0150-01-6) - Action Item**

Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Nathaniel Winston. Sustain the decision of the Human Resources Director.

(10) **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0178-01-6) - Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Deny the appeal of Nelson Castillo. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (File No. 0121-01-7) - Action Item**

Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Eduardo Aguilar, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0168-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Driver's License.

(13) **Determination of future employability: disciplinary release of entrance probationary appointment of Luis Bermudez, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0168-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	No future employment with the Municipal Transportation Agency.

(14) **Determination of future employability: release of non-civil service appointment of Don Michael, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0754-00-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency as a Transit Operator (Job Code 9163).

(15) **Determination of future employability: resignation of permanent part-time appointment of Gail La'Cour, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0115-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Accept resignation as certified; Cancel any current examination and eligibility status.

(16) **Determination of future employability: dismissal of permanent civil service appointment of William Carter, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0136-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Dismiss from City and County service; Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

(17) **Preliminary planning for Civil Service Commission Annual Retreat. (File No. 0266-01-1)**

Recommendation:	Open for discussion.

(18) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/01

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
April 16, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:25 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 2, 2001

Action: Approve. (Vote of 4 to 0)

0263-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4347-00/01	Public Transportation	$1,500,000	Will provide insurance brokerage services to design, specify, place and administer an owner-controlled insurance program for construction of the Initial Operating Segment of the Third Street Light Rail Transit Project.	Regular	07/31/06
4348-00/01	Public Transportation	$6,900,000	Will provide claims adjusting services for existing and new claims for workers compensation benefits. Services include claims review and investigation; monitoring of medical care and case management; and payment of employees' benefits and medical bills.	Regular	06/30/04
4349-00/01	Water Department	$55,000	Will investigate and analyze corrosion anomalies found on the Crystal Springs No. 3 pipeline infrastructure and provide a report with recommendations to prevent deterioration of the pipeline materials through the progression of the corrosion process.	Regular	12/31/01
4346-00/01	Telecommunication & Information Services	Increase Amount $100,000 New Amount $150,000	Will provide specialized design, construction, and operation consulting expertise for the implementation of a telecommunications network for the City and County of San Francisco.	Regular	10/31/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0264-01-3 **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of May 7, 2001. (Vote of 4 to 0)

0158-01-4 **Appeal by Samuel Avila, Jr. on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (Item No. 7)**

March 5, 2001: Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.

April 2, 2001: 1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal.

Speakers: Samuel Avila, Jr., Appellant
Regina Tharayil, Municipal Transportation Agency

Action: Grant the appeal of Samuel Avila, Jr. Accept the application for Maintenance Controller (Job Code 7340). (Vote of 4 to 0)

0265-01-4 **Appeal by Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (Item No. 8)**

March 5, 2001: Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.

April 2, 2001: 1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal. Mr. Pankratius failed to appear.

Speakers: None.

Action: Postpone to the meeting of May 7, 2001, at the request of John Moran, Automotive Mechanics Union Lodge No. 1414. (Vote of 4 to 0)

0150-01-6 **Appeal by Nathaniel Winston, Jr. of the Human Resources Director's decision to dismiss the harassment/hostile work environment complaint. (Item No. 9)**

Speakers: None.

Action: Adopt report. Deny the appeal of Nathaniel Winston. Sustain the decision of the Human Resources Director. Mr. Winston failed to appear. (Vote of 4 to 0)

0178-01-6 **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney. (Vote of 4 to 0)

0121-01-7 **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of May 7, 2001, at the request of Yolanda Chavez, SEIU, Local 250. (Vote of 4 to 0)

0168-01-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Eduardo Aguilar, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Driver's License. Mr. Aguilar failed to appear. (Vote of 4 to 0)

0168-01-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Luis Bermudez, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

Speakers: None.

Action: No future employment with the Municipal Transportation Agency. Mr. Bermudez failed to appear. (Vote of 4 to 0)

0754-00-7 **Determination of future employability: release of non-civil service appointment of Don Michael, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

Speakers: Faith Van Putten, Municipal Transportation Agency
Don Michael, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency as a Transit Operator (Job Code 9163). (Vote of 4 to 0)

0115-01-7 **Determination of future employability: resignation of permanent part-time appointment of Gail La'Cour, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

Speakers: Faith Van Putten, Municipal Transportation Agency
Gail La'Cour, Appellant
LeJeune Carter, TWU, Local 250-A

Action: Accept resignation as certified; Cancel any current examination and eligibility status. (Vote of 4 to 0)

0136-01-7 **Determination of future employability: dismissal of permanent civil service appointment of William Carter, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**

Speakers: None.

Action: Dismiss from City and County service; Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. Mr. Carter failed to appear. (Vote of 4 to 0)

0266-01-1 **Preliminary planning for Civil Service Commission Annual Retreat. (Item No. 17)**

Action: Schedule retreat for May 4, 2001, from 8:00 a.m. to 12 noon in Room 201, City Hall, 1 Dr. Carlton B. Goodlett Place. Staff to make arrangements. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

30/01

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Friday, May 4, 2001
8:00 a.m. – 12 Noon
City Hall – Room 201

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

1) Call to Order and Roll Call.

2) Public Comments on matters appearing on the Agenda.

3) Civil Service Commission Strategic Planning Retreat.

Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, Outline of Discussion on Issues and Trends, information on economic trends, exempt appointment policies, and other merit systems. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

4) Public comment on matters within the jurisdiction of the Civil Service Commission.

5) Adjournment.

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Posted April 30, 2001

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Open Session

Friday, May 4, 2001
8:00 a.m. – 12 Noon
City Hall – Room 201

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

1) The Special Meeting convened at 8:40 a.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

Commissioner Adrienne Pon presided.

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2) Public Comments on matters appearing on the Agenda.

Criss Romero, IFPTE Local 21, introduced himself and was attending on behalf on Local 21.

3) Civil Service Commission Strategic Planning Retreat.

The Commission conducted its strategic planning retreat discussing trends and issues and its impact on the Commission's mission and future direction. The Commission further provided guidance and instructions on programs and policies to staff.

4) Public comment on matters within the jurisdiction of the Civil Service Commission.

David Novogrodsky, IFPTE Local 21, thanked the Commission for having an open meeting allowing for input and made the following suggestions at the Commission's request: 1) look at classifying Special Assistant positions; 2) review its policy of consolidating classes; 3) a more detailed review of personal services contracts by Civil Service Commission staff; 4) explore research component within Civil Service Commission staff; and 5) the need for statisticians particularly in testing and examination in the City. The Commission thanked Mr. Novogrodsky for his participation and input.

5) Adjournment.

12:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, May 7, 2001

1:00 p.m.

[illegible]

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Organization: Firefighters – Local 798
San Francisco Police Officers' Association
Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles
- Police Rules:
  - 212 – Eligible Lists

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 05/2/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

1. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, May 7, 2001

1:00 p.m.

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I. The Special Meeting convened at 1:25 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont
(missed items I – II; arrived during Closed Session)

Commissioner Adrienne Pon presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session started at 1:28 p.m. in City Hall, Room 416 and the following were present:

Adrienne Pon, President, CSC
Rosabella Safont, Vice President, CSC
Donald A. Casper, Commissioner
Morgan R. Gorrono, Commissioner
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Organization: Firefighters – Local 798
San Francisco Police Officers' Association
Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles
- Police Rules:
  - 212 – Eligible Lists

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

Closed Session ended at 1:50 p.m.

IV. Reconvened in open session at 1:50 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:50 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

01

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 7, 2001

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Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

AN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 7, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of April 16, 2001

Recommendation: Approve.

Regular Meeting of April 16, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Commendation for Rose Chew, upon her retirement after 37 years of service to the City and County of San Francisco. (File No. 0308-01-1)**

Recommendation: Approve.

(6) **Commendation for Millie Valdes upon her retirement after 25 years of service to the City and County of San Francisco. (File No. 0309-01-1)**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Review of requests for approval of proposed personal services contracts. (File No. 0310-01-8) - Action Item**

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4350-00/01	Human Services	$120,000,000	Will provide childcare services to low-income and CalWORKs families through partnerships with licensed providers in various identified target neighborhoods.	Regular	06/30/04
4351-00/01	Public Works	$120,477	Will provide engineering consulting services to update the San Francisco Marina Master Plan and Engineering Feasibility Study as recommended by the Controller's Year 2000 audit and Board of Supervisors' resolution.	Regular	02/28/03
4352-00/01	Retirement System	$260,900	Will provide consulting services to assist in the preparation and establishment of the Pension Fund Governance Policies relating to the administration of retirement benefits and communication policy.	Regular	12/31/01
4353-00/01	Public Health	$150,000	Will provide credential verification services for the medical staff services verification unit of San Francisco General Hospital, to meet unexpected demand for hospital accreditation and licensing requirements.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4354-00/01	Public Health	$1,000,000	Will provide self-help focus counseling and support services to the homeless by utilizing former consumers of mental health services to address problems of street outreach and provide advocacy services.	Regular	06/30/03
4355-00/01	Public Works	$65,900	Will provide engineering services to revise the construction bid documents and specifications, and provide construction administration services for the War Memorial Opera House Dress Cooling System Project.	Regular	09/01/02
4356-00/01	Public Health	$500,000	Will provide outreach to individuals, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Regular	06/30/05
4357-00/01	Public Health	$3,500,000	Will provide services for the administration and day-to-day operation of community-based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco.	Regular	06/30/06
4358-00/01	Mayor's Office of Children, Youth & Families	$575,000	Will produce and distribute unitized meals to children and youth enrolled in the 2001 Summer Food Service Program as funded through the United States Department of Agriculture.	Regular	08/17/01
4359-00/01	Environment	$146,244	Will provide specialized energy design consulting services to ensure that the design of the Resources Efficient Building Pilot Projects includes accurate and cost-effective energy design and modeling.	Regular	06/30/02
4055-98/99	Airport	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01
4065-98/99	Airport	Increase Amount $100,000 New Amount $600,000	Will conduct nationwide search of senior executives/managers for positions associated with airport expansion in areas of Financial Management & Information Technology.	Regular	04/01/02
4296-00/01	Human Resources	Increase Amount $34,812 New Amount $101,857	Will continue to review and develop critical exam data of written and oral performance examination components for classes 5207 Associate Engineer, 5241 Engineer, and 5211 Senior Engineer.	Regular	11/21/01

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2001-2002. (File No. 0262-01-3) - Action Item

Recommendation: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing classifications the highest prevailing salary schedule in the six Bay Area counties (Public & Private) in effect on April 15, 2001.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (File No. 0264-01-3) - Action Item

March 5, 2001: Approve the status report on the preliminary Elected Officials Salary and Benefits Survey; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001.

March 19, 2001: Approve; Report on results of Elected Officials Salary and Benefits Survey at the meeting of April 16, 2001.

April 16, 2001: Postpone to the meeting of May 7, 2001.

Recommendation: Open for discussion; forward Commission action to the Mayor's Office for inclusion in the FY 2001-2002.

(10) Appeal by Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (File No. 0265-01-4) - Action Item

March 5, 2001:	Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.
April 2, 2001:	1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal. Mr. Pankratius failed to appear.
April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of John Moran, Automotive Mechanics Union Lodge No. 1414.
Recommendation of the Director of Transportation:	Deny the appeal of the rejection of the applications for the Maintenance Controller (Job Code 7340) examination by Rudolph Pankratius.

(11) Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0178-01-6) - Action Item

April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.
Recommendation of the Human Resources Director:	Adopt the report. Deny the appeal of Nelson Castillo. Sustain the decision of the Human Resources Director.

(12) Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
April 2, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

(13) **Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0852-00-3) - Action Item**

March 19, 2001:	Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.
April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Lisa Watkins. Sustain the decision of the Human Resources Director.

(14) **Request from Johnny Wong for reconsideration of a ban from working in a department. (File No. 0312-01-7) - Action Item**

Recommendation:	Adopt report; Approve removal of employment restrictions. Allow employment with the Department of Public Works.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (File No. 0121-01-7) - Action Item**

March 19, 2001:	Postpone to the meeting of April 16, 2001, at the request of SEIU, Local 250.
April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of SEIU, Local 250.
Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(16) **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item**

Recommendation of the Human Resources Director:	Dismiss from City and County service; No future employment with the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Report on provisional appointments. (File No. 0320-01-1)**

Recommendation: Approve.

(18) **Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (File No. 0321-01-1)**

Recommendation: Approve.

(19) **Progress report on Class Consolidation Project. (File No. 0322-01-1)**

Recommendation: Approve.

(20) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
May 7, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present	
Commissioner Morgan Gorrono	Present	(Missed Items 12, 14,15,17,18,19,20 and 21)
Commissioner Adrienne Pon	Present	
Commissioner Rosabella Safont	Present	

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Cohen, Attorney for appellant Lisa Watkins requested and was granted a continuance to the meeting of August 6, 2001.

APPROVAL OF MINUTES

Special Meeting of April 16, 2001

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 16, 2001

Action: Approve. (vote of 4 to 0)

0308-01-1 **Commendation for Rose Chew, upon her retirement after 37 years of service to the City and County of San Francisco. (Item No. 5)**

Speakers: Janet Bosnich, Department of Human Resources, Compensation Division Manager accepted on behalf of Ms. Chew.

Action: Approve. (Vote of 4 to 0)

0309-01-1 **Commendation for Millie Valdes upon her retirement after 25 years of service to the City and County of San Francisco. (Item No. 6)**

Speakers: Millie Valdes, Recipient.

Action: Approve. (Vote of 4 to 0)

0310-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4350-00/01	Human Services ***Over to May 21, 2001***	$120,000,000	Will provide childcare services to low-income and CalWORKs families through partnerships with licensed providers in various identified target neighborhoods.	Regular	06/30/04
4351-00/01	Public Works	$120,477	Will provide engineering consulting services to update the San Francisco Marina Master Plan and Engineering Feasibility Study as recommended by the Controller's Year 2000 audit and Board of Supervisors' resolution.	Regular	02/28/03
4352-00/01	Retirement System	$260,900	Will provide consulting services to assist in the preparation and establishment of the Pension Fund Governance Policies relating to the administration of retirement benefits and communication policy.	Regular	12/31/01
4353-00/01	Public Health	$150,000	Will provide credential verification services for the medical staff services verification unit of San Francisco General Hospital, to meet unexpected demand for hospital accreditation and licensing requirements.	Regular	06/30/03
4354-00/01	Public Health	$1,000,000	Will provide self-help focus counseling and support services to the homeless by utilizing former consumers of mental health services to address problems of street outreach and provide advocacy services.	Regular	06/30/03
4355-00/01	Public Works	$65,900	Will provide engineering services to revise the construction bid documents and specifications, and provide construction administration services for the War Memorial Opera House Dress Cooling System Project.	Regular	09/01/02
4356-00/01	Public Health	$500,000	Will provide outreach to individuals, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4357-00/01	Public Health	$3,500,000	Will provide services for the administration and day-to-day operation of community-based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco.	Regular	06/30/06
4358-00/01	Mayor's Office of Children, Youth & Families	$575,000	Will produce and distribute unitized meals to children and youth enrolled in the 2001 Summer Food Service Program as funded through the United States Department of Agriculture.	Regular	08/17/01
4359-00/01	Environment	$146,244	Will provide specialized energy design consulting services to ensure that the design of the Resources Efficient Building Pilot Projects includes accurate and cost-effective energy design and modeling.	Regular	06/30/02
4055-98/99	Airport ***Over to May 21, 2001***	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01
4065-98/99	Airport ***Over to May 21, 2001***	Increase Amount $100,000 New Amount $600,000	Will conduct nationwide search of senior executives/managers for positions associated with airport expansion in areas of Financial Management & Information Technology.	Regular	04/01/02
4296-00/01	Human Resources	Increase Amount $34,812 New Amount $101,857	Will continue to review and develop critical exam data of written and oral performance examination components for classes 5207 Associate Engineer, 5241 Engineer, and 5211 Senior Engineer.	Regular	11/21/01

Speakers:

Clare Murphy, Retirement System Executive Director responded to inquiries on PSC #4352-00/01.
Galen Leung, Department of Public Health responded to inquiries on PSC #4353-00/01; 4354-00/01; 4356-00/01 and 4357-00/01.
Dien Tseng and Jim Horan, Department of Public Works responded to inquiries on PSC #4355-00/01.
Artina Lim, Department of Children, Youth and Families responded to inquiries on PSC #4358-00/01.
Mark Westlan, Department of the Environment responded to inquiries on PSC #4359-00/01.
Leslie Abbott, Local 21; Gabe Karol, San Francisco International Airport; and Theresa Rivor spoke on PSC #4055-98/99.
Gabe Karol and Lavena Holmes-Williams responded to inquiries on PSC #4065-98/99.

0310-01-8 (continued)

Action: 1) Postpone PSC #4350-00/01 to the meeting of May 21, 2001 and request for a departmental representative to be present;
2) Postpone PSC #4055-98/99 and PSC #4065-98/99 to the meeting of May 21, 2001 pending the submittal of information requested by the Commission and;
3) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0262-01-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2001-2002. (Item No. 8)**

Speakers: None.

Action: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing classifications the highest prevailing salary schedule in the six Bay Area counties (Public & Private) in effect on April 15, 2001. (Vote of 4 to 0)

0264-01-3 **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (Item No. 9)**

March 5, 2001: Approve the status report on the preliminary Elected Officials Salary and Benefits Survey; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001.

March 19, 2001: Approve; Report on results of Elected Officials Salary and Benefits Survey at the meeting of April 16, 2001.

April 16, 2001: Postpone to the meeting of May 7, 2001.

Speakers: None.

Action: Postpone to the meeting of May 21, 2001. (Vote of 4 to 0)

0265-01-4 **Appeal by Rudolph Pankratius on the rejection of application for Maintenance Controller (Job Code 7340) Municipal Transportation Agency. (Item No. 10)**

March 5, 2001: Postpone to the meeting of April 2, 2001, pending additional information on Samuel Avila, Jr. and the submission of performance evaluations from Rudolph Pankratius.

April 2, 2001: 1) Postpone to the meeting of April 16, 2001; 2) Allow Samuel Avila, Jr. the opportunity to present evidence to support his claim of experience to meet minimum qualification requirements, and; 3) Sever each appeal. Mr. Pankratius failed to appear.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of John Moran, Automotive Mechanics Union Lodge No. 1414.

Speakers: Regina Tharayil, Municipal Transportation Agency
John Moran, Automotive Mechanics Union Lodge No. 1414

Action: Grant the appeal of Rudolph Pankratius. Accept the application for Maintenance Controller (Job Code 7340) examination. (Vote of 4 to 0)

0178-01-6 **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)**

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.

Speakers: Silvia Castellanos, Department of Human Resources-EEO
Clint Brayton, Attorney
Kathleen Murray, Department of Parking and Traffic

Action: Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel. (Vote of 4 to 0)

0655-00-3 **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 12)**

March 19, 2001: Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.

April 2, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

Speakers: Minh Vu, Department of Human Resources - Workers' Compensation Division.
Marianne Strange, Appellant
Comdr. David Robinson, San Francisco Police Department

Action: Postpone to the meeting of May 21, 2001. (Vote of 3 to 0)

0852-00-3 **Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 13)**

March 19, 2001: Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

Speakers: None.

Action: Postpone to the meeting of August 6, 2001 at the request of Michael Cohen, Attorney. (Vote of 4 to 0)

0312-01-7 **Request from Johnny Wong for reconsideration of a ban from working in a department. (Item No. 14)**

Speakers: None.

Action: Adopt report; Approve removal of employment restrictions. Allow employment with the Department of Public Works. (Vote of 3 to 0)

0121-01-7 **Determination of future employability: dismissal of permanent appointment of Larry Herron, Porter (Job Code 2736) Department of Public Health. (Item No. 15)**

March 19, 2001: Postpone to the meeting of April 16, 2001, at the request of SEIU, Local 250.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of SEIU, Local 250.

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. Mr. Herron failed to appear. (Vote of 3 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 16)**

Speakers: None.

Action: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia. (Vote of 4 to 0)

0320-01-1 **Report on provisional appointments. (Item No. 17)**

Action: Approve. (Vote of 3 to 0)

0321-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (Item No. 18)**

Action: Approve. (Vote of 3 to 0)

0322-01-1 **Progress report on Class Consolidation Project. (Item No. 19)**

Action: Approve. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

6:09 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, May 21, 2001

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

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Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 05/17/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

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CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, May 21, 2001

1:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

I. The Special Meeting convened at 1:14 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session started at 1:14 p.m. in City Hall, Room 416 and the following were present:

Adrienne Pon, President, CSC
Rosabella Safont, Vice President, CSC
Donald A. Casper, Commissioner
Kate Favetti, Executive Officer, CSC
Jill Figg, Deputy City Attorney
Andrea Gourdine, Human Resources Director, DHR
Dave Johnson, Sr. Personnel Analyst, SFFD
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion Item)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

Closed Session ended at 2:18 p.m.

IV. Reconvene in open session at 2:18 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

01

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

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Regular Meeting
of
May 21, 2001

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

AN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 21, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of May 4, 2001

Recommendation: Approve.

Special Meeting of May 7, 2001

Recommendation: Approve.

Regular Meeting of May 7, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0310-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4350-00/01	Human Services	$120,000,000	Will provide childcare services to low-income and CalWORKs families through partnerships with licensed providers in various identified target neighborhoods.	Regular	06/30/04
4055-98/99	Airport	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01
4065-98/99	Airport	Increase Amount $100,000 New Amount $600,000	Will conduct nationwide search of senior executives/managers for positions associated with airport expansion in areas of Financial Management & Information Technology.	Regular	04/01/02

May 7, 2001:	1) Postpone PSC #4350-00/01 to the meeting of May 21, 2001 and request for a departmental representative to be present; 2) Postpone PSC #4055-98/99 and PSC #4065-98/99 to the meeting of May 21, 2001 pending the submittal of information requested by the Commission and; 3) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0366-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4360-00/01	Public Health	$6,000,000	Will provide intermittent, supplemental, temporary, on-call nursing personnel during times of high census or high acuity and when scheduled staff absences due to illnesses and/or vacations cannot be covered through regular staffing schedules.	Regular	06/30/05
4361-00/01	Juvenile Probation	$59,442	Will provide job readiness training and placement and follow-up case management for youth while at Log Cabin Ranch and after release.	Regular	06/30/02
4362-00/01	Public Health	$3,200,000	Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.	Regular	06/30/05
4363-00/01	Treasurer-Tax Collector	$800,000	Will provide services for the migration of the Business Tax Division's tax information system software and database from the existing software language to a modern programming language and a modern Standard Query Language (SQL) database.	Regular	06/30/02
4364-00/01	City Administrator's Office	$99,840	Will perform a comprehensive condition assessment of the City's Hall of Justice as a pilot program for a future assessment program for all City Facilities.	Regular	09/28/01

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0178-01-6) - Action Item

April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.
May 7, 2001:	Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.

0178-01-6 (continued)

Recommendation:	Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item**

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
April 2, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

(9) **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (File No. 0264-01-3) - Action Item**

March 5, 2001:	Approve the status report on the preliminary Elected Officials Salary and Benefits Survey; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001.
March 19, 2001:	Approve; Report on results of Elected Officials Salary and Benefits Survey at the meeting of April 16, 2001.

0264-01-3 (continued)

April 16, 2001:	Postpone to the meeting of May 7, 2001.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
Recommendation:	Open for discussion; forward Commission action to the Mayor's Office for inclusion in the FY 2001-2002.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
May 21, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:25 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of May 4, 2001

Action: Approve. (Vote of 3 to 0)

Special Meeting of May 7, 2001

Action: Approve. (Vote of 3 to 0)

Regular Meeting of May 7, 2001

Action: Approve. (Vote of 3 to 0)

0310-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4350-00/01	Human Services	$120,000,000	Will provide childcare services to low-income and CalWORKs families through partnerships with licensed providers in various identified target neighborhoods.	Regular	06/30/04
4055-98/99 ***Over to June 4, 2001***	Airport	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01
4065-98/99	Airport	Increase Amount $100,000 New Amount $600,000	Will conduct nationwide search of senior executives/managers for positions associated with airport expansion in areas of Financial Management & Information Technology.	Regular	04/01/02

Speakers:

1) David Curto, Department of Human Services spoke on PSC #4350-00/01;
2) Theresa Rivor, San Francisco International Airport; Leslie Abbott, Local 21; Marcia Smolens and David Pfeifer, Pacific Gateway Partnership; John Martin, Local 340, San Mateo County; and Gabe Karol, San Francisco International Airport spoke on PSC #4055-98/99; and
3) Lavena Holmes-Williams and Gabe Karol, San Francisco International Airport spoke on PSC #4065-98/99.

Action:

1) Postpone PSC #4055-98/99 to the meeting of June 4, 2001;
2) Adopt Human Resources Director's report on PSC #4350-00/01 and PSC #4065-98/99. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0366-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4360-00/01	Public Health	$6,000,000	Will provide intermittent, supplemental, temporary, on-call nursing personnel during times of high census or high acuity and when scheduled staff absences due to illnesses and/or vacations cannot be covered through regular staffing schedules.	Regular	06/30/05
4361-00/01 ***Over to June 4, 2001***	Juvenile Probation	$59,442	Will provide job readiness training and placement and follow-up case management for youth while at Log Cabin Ranch and after release.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4362-00/01	Public Health	$3,200,000	Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.	Regular	06/30/05
4363-00/01	Treasurer-Tax Collector	$800,000	Will provide services for the migration of the Business Tax Division's tax information system software and database from the existing software language to a modern programming language and a modern Standard Query Language (SQL) database.	Regular	06/30/02
4364-00/01	City Administrator's Office	$99,840	Will perform a comprehensive condition assessment of the City's Hall of Justice as a pilot program for a future assessment program for all City Facilities.	Regular	09/28/01

Speakers:

1) Mike Lui, Juvenile Probation spoke on PSC #4361-00/01;
2) Galen Leung, Department of Public Health spoke on PSC #4362-00/01.

Action:

1) Postpone PSC #4361-00/01 to the meeting of June 4, 2001;
2) Withdraw PSC #4362-00/01 and resubmit for two-year duration; and
3) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0178-01-6 **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 7)**

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.

May 7, 2001: Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.

Speakers: None.

Action: Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources-EEO Unit. (Vote of 3 to 0)

0655-00-3 **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 8)**

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
April 2, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
Speakers:	None.
Action:	Postpone to the meeting of June 4, 2001 at the request of the Department of Human Resources-Workers' Compensation Division. (Vote of 3 to 0)

0264-01-3 **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2001-2002 in accordance with Charter Section A8.409-1. (Item No. 9)**

March 5, 2001:	Approve the status report on the preliminary Elected Officials Salary and Benefits Survey; Incorporate Civil Service Commission directives and proceed with survey; Report status at the Civil Service Commission Meeting of March 19, 2001.
March 19, 2001:	Approve; Report on results of Elected Officials Salary and Benefits Survey at the meeting of April 16, 2001.
April 16, 2001:	Postpone to the meeting of May 7, 2001.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
Speakers:	Sheldon Martin, Civil Service Commission.
Action:	Approve an increase of 3.75% in salary and MEA benefits for Elected Officials as of July 1, 2001; forward Commission action to the Mayor's Office for inclusion in the FY 2001-2002. The Civil Service Commission also expressed concern regarding pay parity and other related issues. The Civil Service Commission directed the Executive Officer to obtain additional data and outside counsel to be able to move forward to address these issues for Fiscal Year 2002-2003. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:13 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, June 4, 2001

1:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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PUBLIC LIBRARY

Fax
5/30/01

I. Call to Order and Roll Call.

II. Public comment taken on any item appearing on the agenda

III. Review of final results on Goals and Objectives for 2000-2001 for Kate Favetti, Executive Officer, Civil Service Commission. (Action item)

Commissioners have been provided with copies of the updated status on goals and objectives for 2000 – 2001.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: *Any documents referenced in this agenda will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 5/30/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, June 4, 2001

1:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

I. The Special Meeting convened at 1: 26 p.m.

Present: Commissioner Donald A. Casper
Commissioner Adrienne Pon
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon presided

II. Public comment taken on any item appearing on the agenda

None.

III. Review of final results on Goals and Objectives for FY 2000-2001 for Kate Favetti, Executive Officer, Civil Service Commission. (Action item)

Commissioners have been provided with copies of the updated status on goals and objectives for FY 2000 – 2001.

Action: Postpone to the meeting of June 18, 2001 to obtain more information on Pay-for-Performance.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment

1:39 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, June 4, 2001

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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ADRIENNE PON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 05/30/01

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It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, June 4, 2001

1:30 p.m.

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I. The Special Meeting convened at 1:39

Present: Commissioner Donald A. Casper
Commissioner Adrienne Pon
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session started at 1:40 p.m. in City Hall, Room 416 and the following were present:

Adrienne Pon, President, CSC
Rosabella Safont, Vice President, CSC
Donald A. Casper, Commissioner
Kate Favetti, Executive Officer, CSC
Dave Johnson, San Francisco Fire Department
Michele Modena, Department of Human Resources
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney, Office of the City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

Closed Session ended at 1:56 p.m.

IV. Reconvene in open session at 1:56

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

1:56 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

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ADRIENNE PON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 4, 2001

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 4, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of May 21, 2001

Recommendation: Approve.

Regular Meeting of May 21, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS - Action Item

Recommendation: Open for discussion.

COMMENDATIONS AGENDA

(6) **Commendation for Karen Heard upon her retirement after 27 years of service to the City and County of San Francisco. (File No. 0411-01-1)**

Recommendation: Approve.

(7) **Commendation for Bette Thomas upon her retirement after 32 years of service to the City and County of San Francisco. (File No. 0412-01-1)**

Recommendation: Approve.

(8) **Commendation for William "Bill" Sumner upon his retirement after 18 years of service to the City and County of San Francisco. (File No. 0413-01-1)**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Review of requests for approval of proposed personal services contracts. (File No. 0310-01-8) - Action Item**

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-98/99	Airport	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01

May 7, 2001: Request for a departmental representative to be present; Postpone to the meeting of May 21, 2001 pending the submittal of information requested by the Commission.

0310-01-8 (continued)

May 21, 2001: Postpone to the meeting of June 4, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(10) Review of requests for approval of proposed personal services contracts. (File No. 0366-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4361-00/01	Juvenile Probation	$59,442	Will provide job readiness training and placement and follow-up case management for youth while at Log Cabin Ranch and after release.	Regular	06/30/02
4362-00/01	*Public Health*	*$1,600,000*	*Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.*	*Regular*	*06/30/03*

May 21, 2001: Postpone PSC #4361-00/01 to the meeting of June 4, 2001; Withdraw PSC #4362-00/01 and resubmit.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(11) Review of requests for approval of proposed personal services contracts. (File No. 0414-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-00/01	Public Health	$380,000,000	Will provide a full array of mental health services including acute care (inpatient), skilled nursing, crisis and managed care, rehabilitation, medication support, and other community client services.	Continuing	06/30/05
2008-00/01	Public Health	$220,000,000	Will provide substance abuse prevention and treatment services including residential, outpatient and day treatment; opiate detoxification; substance abuse prevention; court diversion assessment; and street outreach services.	Continuing	06/30/05
4365-00/01	Public Works	$100,000	Will develop contract documents for job ordering contracting to expedite design and construction of small and/or urgent projects.	Regular	05/31/06
4366-00/01	Juvenile Probation	$500,000	Will provide a collaborative multi-agency program for at-risk youth and repeat offenders that will establish an academic, sports, creative arts and performing arts curriculum, and reduce gang or criminal related activities.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4367-00/01	Public Health	$86,400	Will provide intermittent, as-needed podiatry services to treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries, for the inmates of the City and County of San Francisco jail system.	Regular	06/30/05
4368-00/01	Public Health	$660,000	Will provide portable radiology services for Tuberculosis control services to the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Regular	12/31/05
4369-00/01	Public Utilities Commission (Water)	$3,000,000	Will provide regulatory documentation services for large PUC capital projects to meet the provisions of State and Federal laws.	Regular	06/30/04
4370-00/01	Public Utilities Commission (Water)	$3,000,000	Will provide environmental consulting services to assure operations and facilities are in environmental compliance with laws and regulations; includes discharges to land, water or air.	Regular	05/30/03
4010-99/00	Airport	Increase Amount $150,356 New Amount $300,356	Will offset final costs for services associated with opening of the new Airport International Terminal, including increased costs due to services for guests at the Wrap party and Community Open House.	Regular	06/30/01
4033-95/96	Port	Increase Amount $210,000 New Amount $574,552	Will provide engineering and architectural design services for the realignment of Terry Francois Boulevard in the Mission Bay Project, which requires the relocation of the parking lot to meet the Mission Bay Master Plan.	Regular	12/31/02

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0415-01-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

(13) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0416-01-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(14) **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item**

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
April 2, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
May 21, 2001:	Postpone to the meeting of June 4, 2001, at the request of the Department of Human Resources-Workers' Compensation Division.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

(15) **Appeal of the Human Resources Director's decision on the rejection of Kirit Bavishi, Steven Lee and Hassan Nowroozi for Senior Engineer (Job Code 5211) exam. (File No. 0417-01-4) - Action Item**

Recommendation of the Human Resources Director:	Deny the appeal of the Human Resources Director's decision on the rejection of appellant's applications.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DRIENNE PON
PRESIDENT

ELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

MINUTES

Regular Meeting
June 4, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of May 21, 2001

Action: Approve. (Vote of 3 to 0)

Regular Meeting of May 21, 2001

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS:

The meeting of July 2, 2001 is cancelled due to the Fourth of July Holiday. There will be only one meeting for the month of July 2001, which will be July 16, 2001.

ELECTION OF OFFICERS

Speakers: None.

Action: Postpone to the meeting of June 18, 2001. (Vote of 3 to 0)

0411-01-1 **Commendation for Karen Heard upon her retirement after 27 years of service to the City and County of San Francisco. (Item No. 6)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0412-01-1 **Commendation for Bette Thomas upon her retirement after 32 years of service to the City and County of San Francisco. (Item No. 7)**

Speakers: Bette Thomas, Recipient.

Action: Approve. (Vote of 3 to 0)

0413-01-1 **Commendation for William "Bill" Sumner upon his retirement after 18 years of service to the City and County of San Francisco. (Item No. 8)**

Speakers: William "Bill" Sumner, Recipient.

Action: Approve. (Vote of 3 to 0)

0310-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-98/99	Airport	Increase Amount $968,000 New Amount $4,190,660	Will finalize food and beverage leasing and management services for the new International Terminal, and transition program operations to Airport staff.	Regular	12/31/01

May 7, 2001: Request for a departmental representative to be present; Postpone to the meeting of May 21, 2001 pending the submittal of information requested by the Commission.

May 21, 2001: Postpone to the meeting of June 4, 2001.

Speakers: Peter Nardoza, San Francisco International Airport.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0366-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4361-00/01	Juvenile Probation	$59,442	Will provide job readiness training and placement and follow-up case management for youth while at Log Cabin Ranch and after release.	Regular	06/30/02
4362-00/01	Public Health	$1,600,000	Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.	Regular	06/30/03

May 21, 2001: Postpone PSC #4361-00/01 to the meeting of June 4, 2001; Withdraw PSC #4362-00/01 and resubmit.

Speakers: Ed Lopatin, Johnny Miller and John Knox, Juvenile Probation Department spoke on PSC #4361-00/01.
Galen Leung, Department of Public Health spoke on PSC #4362-00/01.

Action: Adopt Human Resources Director's report. The Commission directed Juvenile Probation to submit a corrected copy of the contract summary. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0414-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-00/01 *Over to 6/18/01*	Public Health	$380,000,000	Will provide a full array of mental health services including acute care (inpatient), skilled nursing, crisis and managed care, rehabilitation, medication support, and other community client services.	Continuing	06/30/05
2008-00/01 *Over to 6/18/01*	Public Health	$220,000,000	Will provide substance abuse prevention and treatment services including residential, outpatient and day treatment; opiate detoxification; substance abuse prevention; court diversion assessment; and street outreach services.	Continuing	06/30/05
4365-00/01 *Over to 6/18/01*	Public Works	$100,000	Will develop contract documents for job ordering contracting to expedite design and construction of small and/or urgent projects.	Regular	05/31/06
4366-00/01	Juvenile Probation	$500,000	Will provide a collaborative multi-agency program for at-risk youth and repeat offenders that will establish an academic, sports, creative arts and performing arts curriculum, and reduce gang or criminal related activities.	Regular	06/30/02
4367-00/01	Public Health	$86,400	Will provide intermittent, as-needed podiatry services to treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries, for the inmates of the City and County of San Francisco jail system.	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4368-00/01	Public Health	$660,000	Will provide portable radiology services for Tuberculosis control services to the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Regular	12/31/05
4369-00/01	Public Utilities Commission (Water)	$3,000,000	Will provide regulatory documentation services for large PUC capital projects to meet the provisions of State and Federal laws.	Regular	06/30/04
4370-00/01	Public Utilities Commission (Water)	$3,000,000	Will provide environmental consulting services to assure operations and facilities are in environmental compliance with laws and regulations; includes discharges to land, water or air.	Regular	05/30/03
4010-99/00	Airport	Increase Amount $150,356 New Amount $300,356	Will offset final costs for services associated with opening of the new Airport International Terminal, including increased costs due to services for guests at the Wrap party and Community Open House.	Regular	06/30/01
4033-95/96	Port	Increase Amount $210,000 New Amount $574,552	Will provide engineering and architectural design services for the realignment of Terry Francois Boulevard in the Mission Bay Project, which requires the relocation of the parking lot to meet the Mission Bay Master Plan.	Regular	12/31/02

Speakers: Galen Leung, Department of Public Health and LaWanna Preston, SEIU Local 790 spoke on PSC #2007-00/01 and PSC #2008-00/01.
Leslie Abbott, IFPTE Local 21 spoke on PSC #4365-00/01.
Galen Leung, Department of Public Health spoke on PSC #4367-00/01 and PSC #4368-00/01.

Action: Postpone PSC numbers 2007-00/01; 2008-00/01 and 4365-00/01 to the meeting of June 18, 2001; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0415-01-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 12)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations. Commissioner Casper noted that his assent expresses no opinion with regards to the statements made in the memoranda from the Department of Human Resources on the broader certification rules and their affect on Equal Employment Opportunity for the San Francisco Fire Department. Commissioner Casper indicated he was still being educated and remained open on the application of broader certification rules applicable to the Uniformed Ranks of the San Francisco Fire Department. Kate Favetti, Executive Officer noted that Rules 113 and 413 did not affect the Uniformed Ranks of the San Francisco Fire Department. (Vote of 3 to 0)

0416-01-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 13)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations. Commissioner Casper noted that his assent expresses no opinion with regards to the statements made in the memoranda from the Department of Human Resources on the broader certification rules and their affect on Equal Employment Opportunity for the San Francisco Fire Department. Commissioner Casper indicated he was still being educated and remained open on the application of broader certification rules applicable to the Uniformed Ranks of the San Francisco Fire Department. Kate Favetti, Executive Officer noted that Rules 113 and 413 did not affect the Uniformed Ranks of the San Francisco Fire Department. (Vote of 3 to 0)

0655-00-3 **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 14)**

March 19, 2001: Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.

April 2, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

May 7, 2001: Postpone to the meeting of May 21, 2001.

May 21, 2001: Postpone to the meeting of June 4, 2001, at the request of the Department of Human Resources-Workers' Compensation Division.

Speakers: Minh Vu, Department of Human Resources - Workers' Compensation Division.
Marianne Strange, Appellant.

Action: Postpone to the meeting of July 16, 2001 pending legal counsel from the City Attorney's office. (Vote of 3 to 0)

0417-01-4 **Appeal of the Human Resources Director's decision on the rejection of Kirit Bavishi, Steven Lee and Hassan Nowroozi for Senior Engineer (Job Code 5211) exam. (Item No. 15)**

Speakers: Karen Taylor, Department of Human Resources.
Kirit Bavishi, Appellant.
Steven Lee, Appellant.

Action: Deny the appeal of the Human Resources Director's decision on the rejection of applications for Kirit Bavishi, Steven Lee and Hassan Nowroozi. Mr. Nowroozi failed to appear. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Stanley Miller requested and was granted a continuance of his upcoming hearing on June 18, 2001.

ADJOURNMENT

5:19 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Fry 6/13/01

Agenda and Notice of Special Meeting

Monday, June 18, 2001

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AL 1.00

ADRIENNE PON
PRESIDENT

R SABELLA SAFONT
VICE PRESIDENT

DNALD A. CASPER
COMMISSIONER

IOGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
E CUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Presentation on various selection procedures including the Statistically Valid Grouping (Sliding Band)

Dr. James L. Outtz – 20 Minutes
Dr. Paul J. Hoffman – 20 Minutes

IV. Questions and Answers by Civil Service Commissioners – 20 minutes

V. Public Comment on various selection procedures including Statistically Valid Grouping (Sliding Band).

VI. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

A) CONFRENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

VII. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

VIII. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

IX. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 06/13/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

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SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, June 18, 2001

1:00 p.m.

I. The Special Meeting convened at 1:18 p.m.

Present: Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Adrienne Pon, President (Missed Items I & II; arrived at 1:25 p.m.)

Rosabella Safont, Vice President

Commissioner Rosabella Safont presided until the arrival of Commissioner Pon.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1) Kevin Smith, President, San Francisco Black Firefighters Association

III. Presentation on various selection procedures including the Statistically Valid Grouping (Sliding Band)

Presentations were made by:

Dr. James L. Outtz

Dr. Paul J. Hoffman

IV. The Civil Service Commissioners asked questions of Dr. Outtz and Dr. Hoffman on their presentation.

V. Public Comment on various selection procedures including Statistically Valid Grouping (Sliding Band).

1) John Hanley, President, San Francisco Firefighters, Local 798

2) Joe Moriarty, Vice President, San Francisco Firefighters, Local 798

3) Kevin Smith, San Francisco Black Firefighters Association

4) Armando Mayorga, Los Bomberos

5) Karen Heald, San Francisco Firefighter

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6) Diane Sidd-Champion, Attorney for Local 798

VI. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e)

Action: The Commission voted not to conduct a closed session.

(Vote of 4 to 0)

VII. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the

Civil Service Commission.

None.

VIII. Adjournment

3:43 p.m.

Return to Agendas/Minutes

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

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Regular Meeting
of
June 18, 2001

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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E. Policy and Procedure on Hearing Items Out of Order

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F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 18, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of June 4, 2001

Recommendation: Approve.

Regular Meeting of June 4, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS - Action Item**

June 4, 2001: Postpone to the meeting of June 18, 2001.

Recommendation: Open for discussion.

RATIFICATION AGENDA *ALL CALENDARED ITEMS WILL BE HEARD AT 2:30 P.M. OR AS SOON AS PRACTICAL FOLLOWING SPECIAL SESSION.*

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0414-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4365-00/01	Public Works	$100,000	Will develop contract documents for job ordering contracting to expedite design and construction of small and/or urgent projects.	Regular	05/31/06

June 4, 2001: Postpone to the meeting of June 18, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Presentation by the Department of Public Health on Personal Services Contracts. (File No. 0451-01-8) - Action Item

Recommendation: Open for discussion.

(7a) Review of requests for approval of proposed personal services contracts. (File No. 0458-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-00/01	Public Health	$380,000,000	Will provide a full array of mental health services including acute care (inpatient), skilled nursing, crisis and managed care, rehabilitation, medication support, and other community client services.	Continuing	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2008-00/01	Public Health	$220,000,000	Will provide substance abuse prevention and treatment services including residential, outpatient and day treatment; opiate detoxification; substance abuse prevention; court diversion assessment; and street outreach services.	Continuing	06/30/05

June 4, 2001: Postpone to the meeting of June 18, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) **Review of requests for approval of proposed personal services contracts. (File No. 0445-01-8) - Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4371-00/01	Environment	$150,000	Will develop a plan for comprehensive City policies to reduce exposure to persistent bio-accumulative toxins (PBTs) such as mercury, dioxins and polychlorinated biphenyls, which are harmful to humans and ecosystem health.	Regular	12/31/03
4372-00/01	Public Works	$1,800,000	Will perform as-needed consultation services to assist in completion of sediment sampling, characterization and disposal for both bay and freshwater sediments.	Regular	06/30/03
4373-00/01	Environment	$66,000	Will organize and coordinate a wide variety of training sessions and an Integrated Pest Management conference for city staff including custodians, gardeners, building managers, and site supervisors.	Regular	06/30/03
4374-00/01	Airport	$60,000	Will provide consulting services and support as the Airport Director's liaison to Peninsula communities, aircraft operators and the Airport/Community Roundtable regarding aircraft noise abatement issues.	Regular	06/30/02
4375-00/01	Airport	$60,000	Will provide consulting services as the Airport Director's liaison on FAA Air Traffic Controllers and noise abatement issues associated with aircraft operating procedures, and develop airfield layout configurations.	Regular	06/30/02
4376-00/01	Airport	$100,000	Will design interior signage to interconnect Airport facilities to the new AirTrain system and develop an Airport Signage Standards Manual.	Regular	06/30/03
4377-00/01	Airport	$767,403	Will provide engineering design services to change the aircraft apron pavement materials, raise the pavement elevation, and incorporate drawings designed by Airport staff.	Regular	06/17/02
4378-00/01	Municipal Transportation Agency	$3,500,000	Will implement an integrated client-server-based Vehicle, Facilities and Inventory Management System; and provide training, data conversion, and technical support.	Regular	12/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4379-00/01	Police	$615,567	Will provide crime prevention services such as organizing neighborhood watch groups; conducting residential and commercial security surveys; and making presentations on personal safety, robbery, burglary, and workplace violence.	Regular	06/30/02
4380-00/01	City Administrator's Office	$1,500,000	Will recruit, conduct outreach, hire, mentor, offer career development counseling, pay wages, and provide benefits for 8 - 12 college graduates. Graduates will work as interns for 1 - 2 years in a training program in recycling and hazardous waste.	Regular	06/30/04
4381-00/01	Public Health	$3,400,000	Will provide medical and surgical services to medically indigent adults, which include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures, organ transplants and other services not provided at SFGH.	Regular	06/30/03
4382-00/01	Public Health	$3,900,000	Will provide clinically sound and culturally competent intensive outpatient mental health services for San Francisco residents who exhibit severe and/or disabling impairments.	Regular	06/30/04
4383-00/01	Arts Commission	$950,000	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Regular	12/31/01
4384-00/01	Commission on the Status of Women	$96,000	Will provide consulting services for the strategic planning phase of centralization of 24 hour multi-language domestic violence crisis line.	Regular	07/31/02
4385-00/01	Public Utilities Commission (Water)	$9,800,000	Will provide technical and professional engineering services for the design of the Southeast Water Pollution Control Plant Solids Handling Facilities Upgrade Project.	Regular	12/31/02
4386-00/01	Mayor's Office of Children, Youth & Families	$85,000	Will develop and support a youth development survey, and provide technical assistance and training on model youth development practice to community evaluators, department staff, and employees of funded agencies.	Regular	06/30/02
4387-00/01	Telecommunications & Information Services	$117,000	Will develop various systems which include Contract Management, Vendor Standards/ Requirements, Project Oversight Procedures, Website and Content, Retool Annual Business Folio Process, and strategic IT business planning.	Regular	06/30/02
4388-00/01	Telecommunications & Information Services	$1,812,000	Will provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/02
4389-00/01	Telecommunications & Information Services	$700,000	Will assist existing cabling staff during periods of heavy workload and perform basic telecommunications wiring and cabling work for different installation types.	Regular	06/30/02
4390-00/01	Telecommunications & Information Services	$150,000	Will assist existing staff with the definition and development of Geographic Information Systems (GIS) for City departments, and eventually the public.	Regular	06/30/02
4391-00/01	Telecommunications & Information Services	$350,000	Will provide highly specialized advanced training in personal computer and network programs for department staff and other City departments.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4392-00/01	Telecommunications & Information Services	$267,875	Will continue to develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/02
4393-00/01	Telecommunications & Information Services	$500,000	Will provide technical expertise to assist staff in implementing the Enterprise Email and Messaging System for all City departments.	Regular	12/31/02
4394-00/01	Telecommunications & Information Services	$147,840	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02
4395-00/01	Human Services	$1,000,000	Will develop and implement a community based computer learning center at Turk Street, a former Fire department 911 Emergency services facility.	Regular	05/31/04
4119-99/00	Airport	Increase Amount $29,147,643 New Amount $264,224,845	Will continue to provide construction management and contract administration services for building of the new International Terminal Complex and related Master Plan projects and services.	Regular	05/31/02
4155-97/98	Controller	Increase Amount $6,000,000 New Amount $12,000,000	Will provide consulting services for the implementation of a software upgrade to the financial and procurement systems to allow the City to migrate to new functionality and technology in the most cost beneficial and least risky manner.	Regular	06/30/04
4183-99/00	Airport	Increase Amount $75,000 New Amount $175,000	To increase international flight activity and economic growth for the greater San Francisco Bay Area. Services to include an integrated media outreach and public affairs program.	Regular	06/30/01

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0415-01-5) - Action Item**

June 4, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

Recommendation: Approve extension of Rule 113, Article II, Section 113.2.2 Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790.

(10) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0416-01-5) - Action Item**

June 4, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

Recommendation: Approve extension of Rule 413, Article II, Section 413.2.2 Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790.

REGULAR AGENDA ***ALL CALENDARED ITEMS WILL BE HEARD AT 2:30 P.M. OR AS SOON AS PRACTICAL FOLLOWING SPECIAL SESSION.***

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0178-01-6) - Action Item

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.

May 7, 2001: Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.

May 21, 2001: Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources-EEO Unit.

Recommendation of the Human Resources Director: Adopt the report. Deny the appeal of Nelson Castillo. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

ALL CALENDARED ITEMS WILL BE HEARD AT 2:30 P.M. OR AS SOON AS PRACTICAL FOLLOWING SPECIAL SESSION.

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

Recommendation of the Human Resources Director: Dismiss from City and County service; No future employment with the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) Progress report on Class Consolidation Project. (File No. 0449-01-1)

Recommendation: Approve.

(14) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0450-01-1)**

Recommendation: Approve.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
June 18, 2001

2:00 P.M.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

3:59 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

1. Stanley Miller asked for clarification regarding his request for postponement to the meeting of July 16, 2001.
2. Michael Haberberger, SEIU Local 790 informed the Commission that Local 790 has comments on two items on the Agenda and will make them when the item is called.

APPROVAL OF MINUTES

Special Meeting of June 4, 2001 - 1:00 p.m.

Action: Approve. (Vote of 4 to 0)

Special Meeting of June 4, 2001 - 1:30 p.m.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of June 4, 2001

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Civil Service Commission acknowledged Vangie McGonegal for her great work and friendly disposition. The Commission expressed their appreciation and wished her all the best in her future endeavors.

There will be only one meeting in the month of July. Due to the Fourth of July Holiday, the regular Civil Service Commission meeting for Monday, July 2, 2001 is canceled. The Commission will hold Special Meetings in July, if necessary, to address any emergency matters. The next meeting will be held on July 16, 2001.

ELECTION OF OFFICERS

June 4, 2001: Postpone to the meeting of June 18, 2001.

Action: Commissioner Rosabella Safont was elected President for the term of office expiring May 31, 2002. (Vote of 4 to 0)
Commissioner Donald Casper was elected Vice President for the term of office expiring May 31, 2002. (Vote of 4 to 0)

0414-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4365-00/01	Public Works	$100,000	Will develop contract documents for job ordering contracting to expedite design and construction of small and/or urgent projects.	Regular	05/31/06

June 4, 2001: Postpone to the meeting of June 18, 2001.

Speakers: Leslie Abbott, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0451-01-8 **Presentation by the Department of Public Health on Personal Services Contracts. (Item No. 7)**

Speakers: Ed Gazzano, Department of Public Health
Monique Zmuda, Department of Public Health

Action: Approve. (Vote of 4 to 0)

0458-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 7a)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-00/01	Public Health	$380,000,000	Will provide a full array of mental health services including acute care (inpatient), skilled nursing, crisis and managed care, rehabilitation, medication support, and other community client services.	Continuing	06/30/05
2008-00/01	Public Health	$220,000,000	Will provide substance abuse prevention and treatment services including residential, outpatient and day treatment; opiate detoxification; substance abuse prevention; court diversion assessment; and street outreach services.	Continuing	06/30/05

June 4, 2001: Postpone to the meeting of June 18, 2001.

Speakers:
Ed Gazzano, Department of Public Health
Ed Kinchley, SFGH Employee
Linda Zuretsky, Bayview Foundation
Rebecca Dawson, Family Service Agency
Josie Mooney, Executive Director, SEIU Local 790
Anna Wall
Glen Washington, San Francisco Human Services Network
Richard Heasley, Conard House
Ruben Garcia, SEIU Local 790

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0445-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4371-00/01	Environment	$150,000	Will develop a plan for comprehensive City policies to reduce exposure to persistent bio-accumulative toxins (PBTs) such as mercury, dioxins and polychlorinated biphenyls, which are harmful to humans and ecosystem health.	Regular	12/31/03
4372-00/01	Public Works	$1,800,000	Will perform as-needed consultation services to assist in completion of sediment sampling, characterization and disposal for both bay and freshwater sediments.	Regular	06/30/03
4373-00/01	Environment	$66,000	Will organize and coordinate a wide variety of training sessions and an Integrated Pest Management conference for city staff including custodians, gardeners, building managers, and site supervisors.	Regular	06/30/03
4374-00/01	Airport	$60,000	Will provide consulting services and support as the Airport Director's liaison to Peninsula communities, aircraft operators and the Airport/Community Roundtable regarding aircraft noise abatement issues.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4375-00/01	Airport	$60,000	Will provide consulting services as the Airport Director's liaison on FAA Air Traffic Controllers and noise abatement issues associated with aircraft operating procedures, and develop airfield layout configurations.	Regular	06/30/02
4376-00/01	Airport	$100,000	Will design interior signage to interconnect Airport facilities to the new AirTrain system and develop an Airport Signage Standards Manual.	Regular	06/30/03
4377-00/01	Airport	$767,403	Will provide engineering design services to change the aircraft apron pavement materials, raise the pavement elevation, and incorporate drawings designed by Airport staff.	Regular	06/17/02
4378-00/01	Municipal Transportation Agency	$3,500,000	Will implement an integrated client-server-based Vehicle, Facilities and Inventory Management System; and provide training, data conversion, and technical support.	Regular	12/31/02
4379-00/01	Police	$615,567	Will provide crime prevention services such as organizing neighborhood watch groups; conducting residential and commercial security surveys; and making presentations on personal safety, robbery, burglary, and workplace violence.	Regular	06/30/02
4380-00/01	City Administrator's Office	$1,500,000	Will recruit, conduct outreach, hire, mentor, offer career development counseling, pay wages, and provide benefits for 8 - 12 college graduates. Graduates will work as interns for 1 - 2 years in a training program in recycling and hazardous waste.	Regular	06/30/04
4381-00/01	Public Health	$3,400,000	Will provide medical and surgical services to medically indigent adults, which include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures, organ transplants and other services not provided at SFGH.	Regular	06/30/03
4382-00/01	Public Health	$3,900,000	Will provide clinically sound and culturally competent intensive outpatient mental health services for San Francisco residents who exhibit severe and/or disabling impairments.	Regular	06/30/04
4383-00/01	Arts Commission	$950,000	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Regular	12/31/01
4384-00/01	Commission on the Status of Women	$96,000	Will provide consulting services for the strategic planning phase of centralization of 24 hour multi-language domestic violence crisis line.	Regular	07/31/02
4385-00/01	Public Utilities Commission (Water)	$9,800,000	Will provide technical and professional engineering services for the design of the Southeast Water Pollution Control Plant Solids Handling Facilities Upgrade Project.	Regular	12/31/02
4386-00/01	Mayor's Office of Children, Youth & Families	$85,000	Will develop and support a youth development survey, and provide technical assistance and training on model youth development practice to community evaluators, department staff, and employees of funded agencies.	Regular	06/30/02
4387-00/01	Telecommunications & Information Services	$117,000	Will develop various systems which include Contract Management, Vendor Standards/ Requirements, Project Oversight Procedures, Website and Content, Retool Annual Business Folio Process, and strategic IT business planning.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4388-00/01	Telecommunications & Information Services	$1,812,000	Will provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/02
4389-00/01	Telecommunications & Information Services	$700,000	Will assist existing cabling staff during periods of heavy workload and perform basic telecommunications wiring and cabling work for different installation types.	Regular	06/30/02
4390-00/01	Telecommunications & Information Services	$150,000	Will assist existing staff with the definition and development of Geographic Information Systems (GIS) for City departments, and eventually the public.	Regular	06/30/02
4391-00/01	Telecommunications & Information Services	$350,000	Will provide highly specialized advanced training in personal computer and network programs for department staff and other City departments.	Regular	06/30/02
4392-00/01	Telecommunications & Information Services	$267,875	Will continue to develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/02
4393-00/01	Telecommunications & Information Services	$500,000	Will provide technical expertise to assist staff in implementing the Enterprise Email and Messaging System for all City departments.	Regular	12/31/02
4394-00/01	Telecommunications & Information Services	$147,840	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02
4395-00/01	Human Services	$1,000,000	Will develop and implement a community based computer learning center at Turk Street, a former Fire department 911 Emergency services facility.	Regular	05/31/04
4119-99/00	Airport	Increase Amount $29,147,643 New Amount $264,224,845	Will continue to provide construction management and contract administration services for building of the new International Terminal Complex and related Master Plan projects and services.	Regular	05/31/02
4155-97/98	Controller	Increase Amount $6,000,000 New Amount $12,000,000	Will provide consulting services for the implementation of a software upgrade to the financial and procurement systems to allow the City to migrate to new functionality and technology in the most cost beneficial and least risky manner.	Regular	06/30/04
4183-99/00	Airport	Increase Amount $75,000 New Amount $175,000	To increase international flight activity and economic growth for the greater San Francisco Bay Area. Services to include an integrated media outreach and public affairs program.	Regular	06/30/01

Speakers:	Captain John Goldberg, San Francisco Police Department Pam Matsuda, Project SAFE spoke on PSC #4379-00/01.
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0415-01-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 9)**

June 4, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve extension of Rule 113, Article II, Section 113.2.2 Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790. (Vote of 4 to 0)

0416-01-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 10)**

June 4, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve extension of Rule 413, Article II, Section 413.2.2 Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790. (Vote of 4 to 0)

0178-01-6 **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)**

April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.
May 7, 2001:	Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.
May 21, 2001:	Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources-EEO Unit.
Speakers:	Silvia Castellanos, Department of Human Resources-EEO Unit Clint Brayton, Attorney Kathy Murray, Department of Parking and Traffic
Action:	Postpone to the meeting of July 16, 2001. The Department is requested to provide additional information to the Commission. (Vote of 4 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 12)**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
Speakers:	None.
Action:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia. (Vote of 4 to 0)

0449-01-1 **Progress report on Class Consolidation Project. (Item No. 13)**

Action: Approve. (Vote of 4 to 0)

0450-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)**

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Stanley Miller spoke on his impending hearing before the Civil Service Commission.

ADJOURNMENT

6:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, June 18, 2001

3:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

For 6/13/01
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I. Call to Order and Roll Call.

II. Public comment taken on any item appearing on the agenda

III. Review of final results on Goals and Objectives for FY 2000-2001 for Kate Favetti, Executive Officer, Civil Service Commission. (Action item)

Commissioners have been provided with copies of the updated status on goals and objectives for FY 2000 – 2001.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: *Any documents referenced in this agenda will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 06/13/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Monday, July 16, 2001

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

ABELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
OMMISSIONER

KATE FAVETTI
UTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:
- Fire Rules:
    - 313 – Certification of Eligibles

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The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 07/11/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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Information on Disability Access

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The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

closed

BELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

N R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

Minutes of Special Meeting – Closed Session
Monday, July 16, 2001

1:30 p.m.

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I. The Special Meeting Convened at 1:40 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Adrienne Pon

Commissioner Rosabella Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:40 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea R. Gourdine, Human Resources Director, DHR
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

Closed Session ended at 1:51 p.m.

IV. Reconvene in open session at 1:51 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in Closed Session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:52 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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OSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

**Regular Meeting
of
July 16, 2001**

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

AN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 16, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of June 18, 2001 - 1:00 p.m.

Recommendation: Approve.

Special Meeting of June 18, 2001 - 3:00 p.m.

Recommendation: Approve.

Regular Meeting of June 18, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0520-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-01/02	Human Services	$16,000,000	Will continue existing services with multiple community agencies to provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKS and PAES programs.	Regular	06/30/04
4001-01/02	Public Works	$75,000	Will review the Department of Public Works' Operation Division's diverse work environment to determine ways to improve communication, productivity and morale; and advise in reorganization efforts.	Regular	12/30/04
4002-01/02	Juvenile Probation	$202,125	Will provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/02
4003-01/02	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/02
4004-01/02	Juvenile Probation	$52,500	Will provide intensive reality based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/02
4005-01/02	Juvenile Probation	$65,000	Will provide a mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/02
4006-01/02	Juvenile Probation	$138,600	Will provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis, and to ensure that the youth adhere to conditions of their release.	Regular	06/30/02
4007-01/02	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-01/02	Juvenile Probation	$174,000	Will convert the Mainframe Cable application to a new software platform which includes Access/Visual Basic/SQL Server for the tracking of Juvenile Offenders.	Regular	06/30/02
4009-01/02	Airport	$310,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/02
4010-01/02	Airport	$150,000	Will represent the Airport in Washington, D.C. on federal issues raised by the Airfield Development Program, including additional runway development matters and general FAA related aviation issues.	Regular	06/30/02
4011-01/02	Airport	$75,000	Will continue to provide monitoring, analysis and advocacy of Airport related Federal Legislation; and maintain interaction and relationship with members of Congress.	Regular	06/30/02
4012-01/02	Human Resources	$600,000	Will provide actuarial services for Health Benefit plan as required by the Charter. Services will include calculating rates, developing Charter amendments, estimating a budget, and studying alternative health plans.	Regular	06/30/02
4013-01/02	Human Resources	$75,000	Will administer Management Cafeteria Plan for eligible employees in management classifications. Work includes communication of plan framework and enrollment of members.	Regular	06/30/02
4014-01/02	Human Resources	$65,000	Will design, write, publish, and distribute a monthly wellness Newsletter for City Plan members.	Regular	06/30/02
4015-01/02	City Administrator's Office	$220,000	Will implement the Home Composting Education Program, including maintaining and staffing educational centers, conducting workshops, providing hotline service, and conducting outreach and public education.	Regular	07/31/02
4162-99/00	Public Health	Increase Amount $75,000 New Amount $150,000	Will provide on-call and scheduled sign language interpretation and translation services to support City personnel in providing services to deaf and/or hearing-impaired persons in San Francisco.	Regular	06/30/02
4231-00/01	Airport	Increase Amount $140,000 New Amount $265,000	Will provide consulting services for the formation of an Airfield Public Interest Committee and provide permit approval strategies for the Airfield Reconfiguration Program.	Regular	07/16/02
4248-00/01	Airport	Increase Amount $70,000 New Amount $160,000	Will continue specialized conservation services of museum objects to meet necessary national museum standards for exhibitions in the current Airport terminals and the New International Terminal.	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Amendment to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department - Add Rule 214 - Appointments: Article VII - POST Certification Advancement in Class. (File No. 0521-01-5) - Action Item

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0178-01-6) - Action Item

April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.
May 7, 2001:	Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.
May 21, 2001:	Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources-EEO Unit.
June 18, 2001:	Postpone to the meeting of July 16, 2001.
Recommendation of the Human Resources Director:	Adopt the report. Deny the appeal of Nelson Castillo. Sustain the decision of the Human Resources Director.

(8) **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0655-00-3) - Action Item**

March 19, 2001:	Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.
April 2, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
May 7, 2001:	Postpone to the meeting of May 21, 2001.
May 21, 2001:	Postpone to the meeting of June 4, 2001, at the request of the Department of Human Resources-Workers' Compensation Division.
June 4, 2001:	Postpone to the meeting of July 16, 2001 pending legal counsel from the City Attorney's office.
Recommendation of the Human Resources Director:	Adopt report. Deny the appeal of Marianne Strange. Sustain the decision of the Human Resources Director.

(9) **Appeal by Serenia Tam of Human Resources Director's decision that Ms. Tam does not meet qualifications for provisional appointment to Library Technical Assistant II (Job Code 3618), San Francisco Public Library. (File No. 0313-01-4) - Action Item**

Recommendation:	Adopt report. Deny the appeal of Serenia Tam. Sustain the decision of the Human Resources Director.

(10) **Appeal by Paul A. Carmazzi of background rejection for Police Officer (Job Code Q - 2), San Francisco Police Department. (File No. 0251-01-4) - Action Item**

Recommendation of the San Francisco Police Department & the Human Resources Director:	Adopt report. Deny the appeal of Paul A. Carmazzi. Sustain the decision of the Human Resources Director.

(11) Appeal by Robert Imbellino of background rejection for Police Officer (Job Code Q - 2), San Francisco Police Department. (File No. 0251-01-4) - Action Item

Recommendation of the San Francisco Police Department & the Human Resources Director: Adopt report. Deny the appeal of Robert Imbellino. Sustain the decision of the Human Resources Director.

(12) Appeal by Juanita Kerlegan of the decision of the Human Resources Director regarding an employment discrimination complaint. (File No. 0190-01-6) - Action Item

Recommendation: Adopt report. Deny the appeal of Juanita Kerlegan. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (File No. 0190-01-6) - Action Item

Recommendation: Adopt report. Deny the appeal of Floyd Mitchell. Sustain the decision of the Human Resources Director.

(14) Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

Recommendation of the Human Resources Director: Dismiss from City and County service; No future employment with the San Francisco Fire Department.

(15) Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7) - Action Item

January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2001:	Off calendar pending resolution of grievance arbitration.
Recommendation of the San Francisco Fire Department:	No future employment as a Payroll Clerk (Job Code 1220) in the San Francisco Fire Department.

(16) Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7) - Action Item

February 7, 2000:	Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2000:	Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.
May 15, 2000:	Off calendar pending resolution of litigation.
February 5, 2001:	Postpone to the meeting of March 19, 2001, at the request of Stanley Miller.

0870-99-7 (continued)

March 19, 2001:	Off Calendar.
June 4, 2001:	Request by Stanley Miller to postpone his upcoming hearing on June 18, 2001.
June 18, 2001:	Request by Stanley Miller to have his appeal calendered for June 18, 2001 meeting.
Recommendation of the Recreation and Park Department:	No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0522-01-1)**

Recommendation: Approve.

(18) **Report of provisional appointments. (File No. 0523-01-1)**

Recommendation: Approve.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
July 16, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

BELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

N R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

RICHARDSON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

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CALL TO ORDER

2:02 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present (Missed Item 1)
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided. A warm welcome was extended to Commissioner Linda Richardson and the new court reporter Jo Brewer.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Stanley Miller made remarks regarding his item before the Commission.

APPROVAL OF MINUTES

Special Meeting of June 18, 2001 - 1:00 p.m.

Action: Approve. (5 to 0)

Special Meeting of June 18, 2001 - 3:00 p.m.

Action: Approve. (5 to 0)

Regular Meeting of June 18, 2001

Stanley Miller spoke to correct the minutes to reflect his comments before the Commission.

Action: Approve. (5 to 0)

ANNOUNCEMENTS

Correction for PSC #4011-01/02 for the Airport - Will provide monitoring, analysis and advocacy of Airport related ***State*** Legislation; and maintain interaction and relationship with members of the ***State Legislature***.

0520-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-01/02	Human Services	$16,000,000	Will continue existing services with multiple community agencies to provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKS and PAES programs.	Regular	06/30/04
4001-01/02	Public Works	$75,000	Will review the Department of Public Works' Operation Division's diverse work environment to determine ways to improve communication, productivity and morale; and advise in reorganization efforts.	Regular	12/30/04
4002-01/02	Juvenile Probation	$202,125	Will provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/02
4003-01/02	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/02
4004-01/02	Juvenile Probation	$52,500	Will provide intensive reality based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/02
4005-01/02	Juvenile Probation	$65,000	Will provide a mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/02
4006-01/02	Juvenile Probation	$138,600	Will provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis, and to ensure that the youth adhere to conditions of their release.	Regular	06/30/02
4007-01/02	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/02
4008-01/02	Juvenile Probation	$174,000	Will convert the Mainframe Cable application to a new software platform which includes Access/Visual Basic/SQL Server for the tracking of Juvenile Offenders.	Regular	06/30/02
4009-01/02	Airport	$310,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/02
4010-01/02	Airport	$150,000	Will represent the Airport in Washington, D.C. on federal issues raised by the Airfield Development Program, including additional runway development matters and general FAA related aviation issues.	Regular	06/30/02

4011-01/02 *Amended*	Airport	$75,000	Will continue to provide monitoring, analysis and advocacy of Airport related ***State*** Legislation; and maintain interaction and relationship with members of the ***State Legislation***.	Regular	06/30/02
4012-01/02	Human Resources	$600,000	Will provide actuarial services for Health Benefit plan as required by the Charter. Services will include calculating rates, developing Charter amendments, estimating a budget, and studying alternative health plans.	Regular	06/30/02
4013-01/02	Human Resources	$75,000	Will administer Management Cafeteria Plan for eligible employees in management classifications. Work includes communication of plan framework and enrollment of members.	Regular	06/30/02
4014-01/02	Human Resources	$65,000	Will design, write, publish, and distribute a monthly wellness Newsletter for City Plan members.	Regular	06/30/02
4015-01/02	City Administrator's Office	$220,000	Will implement the Home Composting Education Program, including maintaining and staffing educational centers, conducting workshops, providing hotline service, and conducting outreach and public education.	Regular	07/31/02
4162-99/00	Public Health	Increase Amount $75,000 New Amount $150,000	Will provide on-call and scheduled sign language interpretation and translation services to support City personnel in providing services to deaf and/or hearing-impaired persons in San Francisco.	Regular	06/30/02
4231-00/01	Airport	Increase Amount $140,000 New Amount $265,000	Will provide consulting services for the formation of an Airfield Public Interest Committee and provide permit approval strategies for the Airfield Reconfiguration Program.	Regular	07/16/02
4248-00/01	Airport	Increase Amount $70,000 New Amount $160,000	Will continue specialized conservation services of museum objects to meet necessary national museum standards for exhibitions in the current Airport terminals and the New International Terminal.	Regular	06/30/02

Speakers: Anne Godfrey, Department of Public Works spoke on PSC #4001-01/02.
Lonnie Holmes and Nicole Shaw-Owens, Juvenile Probation spoke on PSC #4003-01/02; 4004-01/02; 4005-01/02 and 4007-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0521-01-5 **Amendment to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department - Add Rule 214 - Appointments: Article VII - POST Certification Advancement in Class. (Item No. 6)**

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0178-01-6 **Appeal by Nelson Castillo of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 7)**

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of Clint Brayton, Attorney.

May 7, 2001: Postpone to the meeting of May 21, 2001, for submission of additional information. Copies of documents provided to the Civil Service Commission will also be provided to appellant's counsel.

May 21, 2001: Postpone to the meeting of June 18, 2001 at the request of the Department of Human Resources-EEO Unit.

June 18, 2001: Postpone to the meeting of July 16, 2001.

Speakers: Silvia Castellanos, Department of Human Resources - EEO
Clint Brayton, Attorney
Kathleen Murray, Department of Parking and Traffic

Action: Adopt the report. Deny the appeal of Nelson Castillo. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0655-00-3 **Appeal by Marianne Strange, permanent civil service Senior Parking Control Officer (Job Code 8216) of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 8)**

March 19, 2001: Postpone to the meeting of April 2, 2001. Ms. Strange failed to appear.

April 2, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

May 7, 2001: Postpone to the meeting of May 21, 2001.

May 21, 2001: Postpone to the meeting of June 4, 2001, at the request of the Department of Human Resources-Workers' Compensation Division.

0655-00-3 (continued)

	June 4, 2001:	Postpone to the meeting of July 16, 2001 pending legal counsel from the City Attorney's office.
	Speakers:	Minh Vu, Department of Human Resources, Workers' Compensation Division. Marianne Strange, Appellant.
	Action:	Grant the appeal of Marianne Strange on a non-precedent setting basis. (Vote of 4 to 1) Commissioner Casper reluctantly dissented.
0313-01-4	**Appeal by Serenia Tam of Human Resources Director's decision that Ms. Tam does not meet qualifications for provisional appointment to Library Technical Assistant II (Job Code 3618), San Francisco Public Library. (Item No. 9)**	
	Speakers:	None.
	Action:	Adopt report. Deny the appeal of Serenia Tam. Sustain the decision of the Human Resources Director. Ms. Tam failed to appear. (Vote of 5 to 0)
0251-01-4	**Appeal by Paul A. Carmazzi of background rejection for Police Officer (Job Code Q - 2), San Francisco Police Department. (Item No. 10)**	
	Speakers:	Captain Sandra Tong, San Francisco Police Department Paul Carmazzi, Appellant
	Action:	Adopt report. Deny the appeal of Paul A. Carmazzi. Sustain the decision of the Human Resources Director. (Vote of 3 to 2) Commissioners Casper and Gorrono dissent.

0251-01-4 **Appeal by Robert Imbellino of background rejection for Police Officer (Job Code Q - 2), San Francisco Police Department. (Item No. 11)**

Speakers: Captain Sandra Tong, San Francisco Police Department
Barbara Thomson, Attorney
Robert Imbellino, Appellant
Officer Kevin Mannix, San Francisco Police Department

Action: Grant the appeal of Robert Imbellino. (Vote of 5 to 0)

0190-01-6 **Appeal by Juanita Kerlegan of the decision of the Human Resources Director regarding an employment discrimination complaint. (Item No. 12)**

Speakers: None.

Action: Adopt report. Deny the appeal of Juanita Kerlegan. Sustain the decision of the Human Resources Director. Ms. Kerlegan failed to appear. (Vote 5 to 0)

0190-01-6 **Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (Item No. 13)**

Speakers: None.

Action: Postpone to the meeting of August 20, 2001. (Vote of 5 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 14)**

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

Speakers: None.

Action: Postpone to the meeting of October 18, 2001 at the request of Lawrence Murray, Attorney. The Commission stipulated this would be the last continuance granted. (Vote of 5 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 14)**

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

Speakers: None.

Action: Postpone to the meeting of October 18, 2001 at the request of Lawrence Murray, Attorney. The Commission stipulated this would be the last continuance granted. (Vote of 5 to 0)

0677-99-7 **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 15)**

January 5, 2000: Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2001: Off calendar pending resolution of grievance arbitration.

Action: Postpone to the meeting of August 6, 2001 at the request of SEIU Local 790.

0870-99-7 **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 16)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

May 15, 2000: Off calendar pending resolution of litigation.

February 5, 2001: Postpone to the meeting of March 19, 2001, at the request of Stanley Miller.

March 19, 2001: Off Calendar.

June 4, 2001: Request by Stanley Miller to postpone his upcoming hearing on June 18, 2001.

June 18, 2001: Request by Stanley Miller to have his appeal calendared for June 18, 2001 meeting.

Speakers:
Kin Gee, Recreation and Park Department
Esther Kwan, Recreation and Park Department
Stanley Miller, Appellant
Shirley Lee, Attorney

Action: No future employment with the City and County of San Francisco. (Vote of 5 to 0)

0522-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 17)**

Recommendation: Approve. (Vote of 5 to 0)

0523-01-1 **Report of provisional appointments. (Item No. 18)**

Action: Approve. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Barbara Thomson spoke on the Civil Service Commission Rules on the Certification of Eligibles affecting the Uniformed Ranks of the San Francisco Police Department.

ADJOURNMENT

5:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ABELLA SAFONT
PRESIDENT

NALD A. CASPER
VICE PRESIDENT

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

DA RICHARDSON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

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PUBLIC LIBRARY

**Regular Meeting
of
August 6, 2001**

**ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 6, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of July 17, 2001

Recommendation: Approve.

Regular Meeting of July 17, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0594-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-01/02	Airport	$100,000	Will provide services to continue promoting development of SFO Bay Area Business Coalition and support on-going efforts to increase international air traffic and maintain SFO standing in the aviation industry.	Regular	06/30/02
4017-01/02	Port	$75,000	Will prepare a Northern Waterfront Historic District nomination to the National Register of Historic Places.	Regular	08/07/02
4018-01/02	Arts Commission	$80,000	Will develop art proposals for the new Laguna Honda Hospital.	Regular	08/31/03
4019-01/02	Arts Commission	$250,000	Will supply the Arts Commission with the sculpture, Yin Yang, transport it from the foundry and install it at San Francisco International Airport.	Regular	07/31/02
4020-01/02	Public Transportation	$16,000,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase I of the Third Street Light Rail Transit Project.	Regular	06/30/06
4021-01/02	Human Services	$800,000	Will deliver food to 7 distribution sites, where eligible low income or immigrants who have lost their food stamp eligibility come weekly for the supplemental food provided by the Immigrant Food Assistance and Emergency Food Box programs.	Regular	06/30/03
4022-01/02	Human Resources	$400,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforseen peaks in workload.	Regular	06/30/03
4023-01/02	Sheriff	$3,428,043	Will provide mentally ill offenders assistance with their court cases and the acquisition of entitlements; psychiatric and substance treatment and housing to provide a stable living environment; and referrals to related community-based treatment programs.	Regular	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4024-01/02	Airport	$930,864	Will provide consulting services to assist Airlines in areas of monitoring and reporting on the Airport's financial activities, Airfield Development Program, and supporting airlines in the implementation of the new Westfield Cargo Development.	Regular	06/30/02
4025-01/02	Airport	$112,320	Will provide adjunct consulting on Airport emergency preparedness, air disaster response, hazardous materials surveillance, related planning and training, and assistance on FAA certified medical regulations and exams.	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Proposed Amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program posted for deletion on January 8, 1996. (File No. 0595-01-5) - Action Item**

Recommendation: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X28 - Employee Training Reimbursement Program.

(7) **Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (File No. 0580-01-3) - Action Item**

Recommendation: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; provide report to the Board of Supervisors.

(8) **Request to amend the extension of Volume I, Civil Service Commission Rules 113 and 413 - Certification of Eligibles, Volume I, Section 113.2.2 and Volume IV, Section 413.2.2 - Expansion of Certification Rules. (File No. 0596-01-5) - Action Item**

June 4, 2001:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rules 113 and 413, Sections 113.2.2 and 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.
June 18, 2001:	Approve extension of Rule 113 and 413, Article II, Section 113.2.2 and 413.2.2 - Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790.
Recommendation:	Approve the amendment of the extension of Rule 113, Article II, Section 113.2.2 Expansion of Certification Rules and Rule 413 - Certification of Eligibles, Section 413.2.2 Expansion of Certification Rules effective August 6, 2001 through December 31, 2001 to include SEIU Local 790.

(9) **City and County of San Francisco Equal Employment Opportunity Plan. (File No. 0584-01-6) - Action Item**

Recommendation:	Adopt report; approve City and County of San Francisco Equal Employment Opportunity Plan.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (File No. 0104-00-4) - Action Item**

Recommendation of the Human Resources Director:	Deny the appeal of discrimination by Paul Nelson on the Sheriff's Lieutenant examination.

(11) **Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0852-00-3) - Action Item**

March 19, 2001: Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

May 7, 2001: Postpone to the meeting of August 6, 2001 at the request of Michael Cohen, Attorney.

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Lisa Watkins. Sustain the decision of the Human Resources Director.

(12) **Appeal of the decision of the Human Resources Director to deny the request to reclassify five (5) Account Clerk (Job Code 1630) positions. (File No. 0655-00-3) - Action Item**

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Daz Lamparas regarding the classification of five (5) Account Clerk positions.

(13) **Appeal by Peter Gavney of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0750-00-4) - Action Item**

Recommendation of the San Francisco Fire Department & the Human Resources Director: Adopt report. Deny the appeal of Peter Gavney. Sustain the decision of the Human Resources Director.

(14) **Appeal by Alan Sandner of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0748-00-4) - Action Item**

Recommendation of the San Francisco Fire Department & the Human Resources Director: Adopt report. Deny the appeal of Alan Sandner. Sustain the decision of the Human Resources Director.

(15) **Appeal by Michael Lucero of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff's Department. (File No. 0391-00-4) - Action Item**

Recommendation of the Sheriff & the Human Resources Director:	Adopt report. Deny the appeal of Michael Lucero. Sustain the decision of the Human Resources Director.

(16) **Appeal by Nicole Meinzer of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff's Department. (File No. 0830-00-4) - Action Item**

Recommendation of the Sheriff & the Human Resources Director:	Adopt report. Deny the appeal of Nicole Meinzer. Sustain the decision of the Human Resources Director.

(17) **Appeal by Thomas Yee of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff's Department. (File No. 0365-00-4) - Action Item**

Recommendation of the Sheriff & the Human Resources Director:	Adopt report. Deny the appeal of Thomas Yee. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(18) **Determination of future employability: dismissal from permanent civil service appointment of Dexter Bibbs, Asphalt Finisher (Job Code 7404), San Francisco International Airport. (File No. 0773-00-7) - Action Item**

Recommendation of the San Francisco International Airport:	Adopt report. Deny the appeal of Dexter Bibbs. Sustain the decision of the Human Resources Director.

(19) **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7) - Action Item**

January 5, 2000: Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2001: Off calendar pending resolution of grievance arbitration.

July 16, 2001: Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.

Recommendation of the San Francisco Fire Department & the Human Resources Director: No future employment as a Payroll Clerk (Job Code 1220) in the San Francisco Fire Department.

(20) **Determination of future employability: dismissal of permanent appointment of David Lein, Senior Social Worker (Job Code 2912) Department of Human Services. (File No. 0125-01-7) - Action Item**

Recommendation of the Department of Human Services & the Human Resources Director: No future employment with the City and County of San Francisco.

(21) **Determination of future employability: termination of Provisional appointment of Keever Darnell Williams, Health Worker I (Job Code 2585), Department of Public Health. (File No. 0501-01-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director: No future employment with the Department of Public Health.

(22) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

Regular Meeting
August 6, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

SABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

DA RICHARDSON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

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CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 16, 2001.

Action: Approve. (4 to 0)

Regular Meeting of July 16, 2001

The Minutes were corrected to identify Barbara Thomson as "Administrative Representative" not as "Attorney" on Item. No. 11.

Action: Approve. (4 to 0)

ANNOUNCEMENTS

1) The Civil Service Commission will hold a Special Meeting on Tuesday, August 28, 2001 at 1:30 p.m. in City Hall, Room 416 to receive additional public comment on its proposed amendment to Civil Service Commission Rule 313 - Certification of Eligibles-Fire Department.

2) The Civil Service Commission Regular Meeting of September 3, 2001 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 17, 2001.

3) The Commission recognized the recipients of the Third Annual Human Resources Director's Employee Recognition Awards:

EMPLOYEE RECOGNITION AWARDS

OUTSTANDING PERFORMANCE	Pat Duncan -MSS
LEADERSHIP	Pat Pon - Referral
	Diana Ferrari - Health Service System
CUSTOMER SERVICE	Josie Racelis -IS
TEAM EXCELLENCE	Labor Team - Employee Relations Division
UNSUNG HERO	Gilda Cassanego - Internal Services

HUMAN RESOURCES DIRECTOR'S AWARDS

FIRST PLACE	Ted Yamasaki - Worker's Compensation
SECOND PLACE	Alice Villagomez - Employee Relations Division
THIRD PLACE	Gail Clabby - IS
TRUE HEROES	Hoang Nguyen
	Martin Isidro

The Civil Service Commission commended the Human Resources Director and the commitment of the award recipients and extended its appreciation of their valuable contributions to the work of the Civil Service Commission and the City and County of San Francisco.

0594-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-01/02	Airport	$100,000	Will provide services to continue promoting development of SFO Bay Area Business Coalition and support on-going efforts to increase international air traffic and maintain SFO standing in the aviation industry.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-01/02	Port	$75,000	Will prepare a Northern Waterfront Historic District nomination to the National Register of Historic Places.	Regular	08/07/02
4018-01/02	Arts Commission	$80,000	Will develop art proposals for the new Laguna Honda Hospital.	Regular	08/31/03
4019-01/02	Arts Commission	$250,000	Will supply the Arts Commission with the sculpture, Yin Yang, transport it from the foundry and install it at San Francisco International Airport.	Regular	07/31/02
4020-01/02	Public Transportation	$16,000,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase I of the Third Street Light Rail Transit Project.	Regular	06/30/06
4021-01/02	Human Services	$800,000	Will deliver food to 7 distribution sites, where eligible low income or immigrants who have lost their food stamp eligibility come weekly for the supplemental food provided by the Immigrant Food Assistance and Emergency Food Box programs.	Regular	06/30/03
4022-01/02	Human Resources	$400,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforseen peaks in workload.	Regular	06/30/03
4023-01/02	Sheriff	$3,428,043	Will provide mentally ill offenders assistance with their court cases and the acquisition of entitlements; psychiatric and substance treatment and housing to provide a stable living environment; and referrals to related community-based treatment programs.	Regular	06/30/04
4024-01/02	Airport	$930,864	Will provide consulting services to assist Airlines in areas of monitoring and reporting on the Airport's financial activities, Airfield Development Program, and supporting airlines in the implementation of the new Westfield Cargo Development.	Regular	06/30/02
4025-01/02	Airport	$112,320	Will provide adjunct consulting on Airport emergency preparedness, air disaster response, hazardous materials surveillance, related planning and training, and assistance on FAA certified medical regulations and exams.	Regular	06/30/02

Speakers: Commissioner Casper noted for the record of his professional relationship with the proposed third-party contractors of PSC#s 4016-01/02 & 4025-01/02; he has no business interest in business conducted by either contractor and therefore, has no conflict of interest and can vote on these items; Jeff Hoglind, San Francisco International Airport, spoke on PSC# 4016-01/02; Karen Watson, San Francisco International Airport, spoke on PSC# 4024-01/02; Anna Kvinsland, Art Commission, spoke on PSC# 4019-01/02; Joy Trainor, Department of Human Services, spoke on PSC# 4021-01/02; Jean Mariani, Sheriff's Department, spoke on PSC# 4023-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0595-01-5 **Proposed Amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program posted for deletion on January 8, 1996. (Item No. 6)**

Speakers: None

Action: Adopt report; Amend Civil Service Commission Rules to delete Civil Service Commission Rule X28 - Employee Training Reimbursement Program. (Vote of 4 to 0)

0580-01-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 7)**

Speakers: None

Action: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; provide report to the Board of Supervisors. (Vote of 4 to 0)

0596-01-5 **Request to amend the extension of Volume I and Volume IV, Civil Service Commission Rules 113 and 413 - Certification of Eligibles, Volume I, Section 113.2.2 and Volume IV, Section 413.2.2 - Expansion of Certification Rules. (Item No. 8)**

June 4, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rules 113 and 413, Sections 113.2.2 and 413.2.2 for an additional six months, through December 31, 2001, upon agreement with the affected employee organizations.

June 18, 2001: Approve extension of Rule 113 and 413, Article II, Section 113.2.2 and 413.2.2 - Expansion of Certification Rules until December 31, 2001 for Local 250, Local 535 and Local 21, excluding Local 790.

Speakers: None

Action: Approve the amendment of the extension of Rule 113, Article II, Section 113.2.2 Expansion of Certification Rules and Rule 413 - Certification of Eligibles, Section 413.2.2 Expansion of Certification Rules effective August 6, 2001 through December 31, 2001 to include SEIU Local 790. (Vote of 4 to 0)

0584-01-6	**City and County of San Francisco Equal Employment Opportunity Plan. (Item No. 9)**	
	Speakers:	None
	Action:	Adopt report; approve City and County of San Francisco Equal Employment Opportunity Plan. (Vote of 4 to 0)
0104-00-4	**Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (Item No. 10)**	
	Speakers:	None
	Action:	Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney. (Vote of 4 to 0)
0852-00-3	**Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 11)**	
	March 19, 2001:	Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.
	April 16, 2001:	Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.
	May 7, 2001:	Postpone to the meeting of August 6, 2001 at the request of Michael Cohen, Attorney.
	Speakers:	None
	Action:	Postpone to the meeting of October 15, 2001 at the request of Gilbert Griffin, Attorney. The Commission stipulated that this would be the last continuance granted. (Vote of 4 to 0)

0655-00-3 **Appeal of the decision of the Human Resources Director to deny the request to reclassify five (5) Account Clerk (Job Code 1630) positions. (Item No. 12)**

Speakers: Marsha Stroope, Department of Human Services
Frank Martin del Campo, SEIU Local 790

Action: Adopt report. Deny the appeal of Daz Lamparas regarding the classification of five (5) Account Clerk positions.
(Vote of 4 to 0)

0750-00-4 **Appeal by Peter Gavney of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 13)**

Speakers: Asst. Deputy Chief Khairul Ali, San Francisco Fire Dept.
Captain William G. Carey, San Francisco Fire Department
James Murphy, Attorney

Action: Continue to the meeting of August 20, 2001 pending additional information from the City Attorney. (Vote of 4 to 0)

0748-00-4 **Appeal by Alan Sandner of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 14)**

Speakers: None

Action: Postpone to the meeting of August 20, 2001 at the request of Mr. Sandner. (Vote of 4 to 0)

0391-00-4 **Appeal by Michael Lucero of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff Department. (Item No. 15)**

Speakers: Sgt. Ken Ferrigno, Sheriff Department

Action: Adopt report. Deny the appeal of Michael Lucero. Sustain the decision of the Human Resources Director. Mr. Lucero failed to appear. (Vote of 4 to 0)

0830-00-4 **Appeal by Nicole Meinzer of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff Department. (Item No. 16)**

Speakers: None

Action: Adopt report. Deny the appeal of Nicole Meinzer. Sustain the decision of the Human Resources Director. Ms. Meinzer failed to appear. (Vote of 4 to 0)

0365-00-4	**Appeal by Thomas Yee of background rejection for Deputy Sheriff I (Job Code 8302), San Francisco Sheriff Department. (Item No. 17)**	
	Speakers:	Sgt. Ken Ferrigno, Sheriff Department David Clisham, Attorney Thomas Yee, Appellant
	Action:	Adopt report. Deny the appeal of Thomas Yee. Sustain the decision of the Human Resources Director. (Vote of 3 to 1; Commissioner Casper dissents)
0773-00-7	**Determination of future employability: dismissal from permanent civil service appointment of Dexter Bibbs, Asphalt Finisher (Job Code 7404), San Francisco International Airport. (Item No. 18)**	
	Speakers:	None
	Action:	Postpone to the meeting of August 20, 2001 at the request of Mr. Bibbs. (Vote of 4 to 0)
0677-99-7	**Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 19)**	
	January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
	March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
	April 3, 2001:	Off calendar pending resolution of grievance arbitration.
	July 16, 2001:	Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
	Speakers:	Binnie Singh, San Francisco Fire Department Frank Martin del Campo, SEIU, Local 790
	Action:	Continue to the meeting of September 17, 2001. The Fire Department is requested to provide additional information. (Vote of 4 to 0)

0125-01-7 **Determination of future employability: dismissal of permanent appointment of David Lein, Senior Social Worker (Job Code 2912) Department of Human Services. (Item No. 20)**

Speakers: Patricia Burns, Department of Human Services
Anthony Nicco, Department of Human Services
David Lein, Appellant

Action: No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0501-01-7 **Determination of future employability: termination of Provisional appointment of Keever Darnell Williams, Health Worker I (Job Code 2585), Department of Public Health. (Item No. 21)**

Speakers: None

Action: Postpone to the meeting of September 17, 2001 at the request of Local 790. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Anthony Nicco, Department of Human Services explained the services provided by In-Home Support Services and how it allows clients to receive care in the home who may otherwise be institutionalized.

ADJOURNMENT

4:25 p.m.

Civil Service Commission
City and County of San Francisco

Agenda and Notice of Special Meeting – Closed Session

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Monday, August 20, 2001

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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PLEASE NOTE LOCATION!!!

BELLA SAFONT
PRESIDENT

LD A. CASPER
CE PRESIDENT

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

RICHARDSON
MMISSIONER

ATE FAVETTI
IVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5)).
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 08/15/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office
The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings
Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings
All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ALLA SAFONT
PRESIDENT

D A. CASPER
E PRESIDENT

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

RICHARDSON
MMISSIONER

TE FAVETTI
VE OFFICER

Minutes of Special Meeting – Closed Session

Monday, August 20, 2001
1:30 p.m.

I. The Special Meeting convened at 1:45 p.m.

Present:	Donald A. Casper, Vice President (Missed Items I, II and beginning of III) Morgan R. Gorrono, Commissioner Adrienne Pon, Commissioner Linda Richardson, Commissioner Rosabella Safont, President

Commissioner Rosabella Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action:	The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:45 in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director, DHR
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Gloria Sheppard, Civil Service Commission
Molly Stump, Deputy City Attorney

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A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners were provided proposed Rules under discussion.

Closed Session ended at 1:54 p.m.

IV. Reconvene in open session at 1:54 p.m.

A) The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5)).
(ACTION ITEM)

Action: Approve. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

08-17-01A09:01 RCVD

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PRESIDENT

D A. CASPER
E PRESIDENT

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

RICHARDSON
MMISSIONER

TE FAVETTI
IVE OFFICER

AGENDA

Regular Meeting
of
August 20, 2001

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

SS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 20, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 6, 2001

Recommendation: Approve.

4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0633-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-01/02	Recreation and Park Department	$2,500,000	Will provide services to renovate children's play areas; restore surrounding natural areas; and provide erosion control throughout the City's parks and playgrounds.	Regular	04/30/06
4027-01/02	Public Utilities Commission (Water)	$75,000	Will form a Technical Review Committee to coordinate the review of scientific and technical information on wastewater and stormwater management alternatives; and provide a forum for technical, independent discussions on SF Clean Water Program issues.	Regular	07/15/02
4028-01/02	Mayor's Office	$60,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation in connection with the refinancing of the 25 Van Ness office building.	Regular	06/01/02
4029-01/02	Mayor's Office of Housing	Increase Amount $20,000 New Amount $70,000	Will prepare Environmental Review Records, Assessments and Impact Statements under the National Environmental Policy Act and other federal regulations established by HUD for projects designated to receive federal funding.	Regular	06/30/02
4104-99/00	Public Utilities Commission (Water)	Increase Amount $600,000 New Amount $2,100,000	Will provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Proposed Amendment to the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles. (File No. 0634-01-5) - Action Item**

January 8, 2001:	Posted for adoption.
Recommendation:	Adopt report; Amend the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles.

(7) **Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (File No. 0400-01-7) - Action Item**

July 16, 2001:	Postpone to the meeting of August 20, 2001.
Recommendation:	Postpone to the meeting of September 17, 2001 at the request of the Recreation and Park Department.

(8) **Accomplishments for Fiscal Year 2000 - 2001 - Executive Officer Performance Rating. (File No. 0635-01-1) - Action Item**

Recommendation:	Approve.

(9) **Determination of future employability: disciplinary release of permanent probationary appointment of Kenneth Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0318-01-7) - Action Item**

Recommendation:	Postpone to the meeting of October 1, 2001 at the request of Peter Liederman, Attorney.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by Peter Gavney of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0750-00-4) - Action Item**

August 6, 2001:	Continue to the meeting of August 20, 2001 pending additional information from the City Attorney.
Recommendation of the San Francisco Fire Department & the Human Resources Director:	Adopt report. Deny the appeal of Peter Gavney. Sustain the decision of the Human Resources Director.

(11) **Appeal by Alan Sandner of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0748-00-4) - Action Item**

August 6, 2001:	Postpone to the meeting of August 20, 2001 at the request of Mr. Sandner.
Recommendation of the San Francisco Fire Department & the Human Resources Director:	Adopt report. Deny the appeal of Alan Sandner. Sustain the decision of the Human Resources Director.

(12) **Appeal by Boghabofa Abrakasa of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0380-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report. Deny the appeal of Boghabofa Abrakasa. Sustain the decision of the Municipal Transportation Agency.

(13) **Appeal by Lorena Diaz of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0393-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report. Deny the appeal of Lorena Diaz. Sustain the decision of the Municipal Transportation Agency.

(14) **Appeal by Danny Hue Young of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0324-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report. Deny the appeal of Danny Hue Young. Sustain the decision of the Municipal Transportation Agency.

15) **Appeal by Timothy Meno of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0380-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report. Deny the appeal of Timothy Meno. Sustain the decision of the Municipal Transportation Agency.

MPLOYEE SEPARATIONS AGENDA

s soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to scertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it ppears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action uring the roll call for those persons not in attendance.

16) **Determination of future employability: dismissal from permanent civil service appointment of Dexter Bibbs, Asphalt Finisher (Job Code 7404), San Francisco International Airport. (File No. 0773-00-7) - Action Item**

August 6, 2001:	Postpone to the meeting of August 20, 2001 at the request of Dexter Bibbs.
Recommendation of the San Francisco International Airport:	Adopt report. Deny the appeal of Dexter Bibbs. Sustain the decision of the Human Resources Director.

17) **Determination of future employability: resignation of permanent probationary appointment with services unsatisfactory of Benjamin Cheng, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0254-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Accept resignation as certified; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license.

(18) **Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0349-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license.

HUMAN RESOURCES DIRECTOR'S REPORT

(19) **Progress report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0636-01-1)**

Recommendation: Approve.

(20) **Progress report of Class Consolidation Project. (File No. 0637-01-1)**

Recommendation: Approve.

(21) **Report on provisional appointments. (File No. 0638-01-1)**

Recommendation: Approve.

(22) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(23) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ELLA SAFONT
PRESIDENT

D A. CASPER
E PRESIDENT

R. GORRONO
MISSIONER

RIENNE PON
MISSIONER

ICHARDSON
MISSIONER

TE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
August 20, 2001

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

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ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 6, 2001

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS:

The Civil Service Commission Regular Meeting of September 3, 2001 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 17, 2001.

The Special Meeting of August 28, 2001 - Room changed to City Hall, Room 263, Board of Supervisors Meeting Room.

0633-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-01/02	Recreation and Park Department	$2,500,000	Will provide services to renovate children's play areas; restore surrounding natural areas; and provide erosion control throughout the City's parks and playgrounds.	Regular	04/30/06
4027-01/02	Public Utilities Commission (Water)	$75,000	Will form a Technical Review Committee to coordinate the review of scientific and technical information on wastewater and stormwater management alternatives; and provide a forum for technical, independent discussions on SF Clean Water Program issues.	Regular	07/15/02
4028-01/02	Mayor's Office	$60,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation in connection with the refinancing of the 25 Van Ness office building.	Regular	06/01/02
4029-01/02	Mayor's Office of Housing	Increase Amount $20,000 New Amount $70,000	Will prepare Environmental Review Records, Assessments and Impact Statements under the National Environmental Policy Act and other federal regulations established by HUD for projects designated to receive federal funding.	Regular	06/30/02
4104-99/00	Public Utilities Commission (Water)	Increase Amount $600,000 New Amount $2,100,000	Will provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/02

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0634-01-5 **Proposed Amendment to the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles. (Item No. 6)**

January 8, 2001: Posted for adoption.

Speakers: None.

Action: Adopt report; Amend the Rules on Authority and Purpose (Rule 01 Series) - Merit System Principles. (Vote of 5 to 0)

0400-01-7 **Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (Item No. 7)**

July 16, 2001: Postpone to the meeting of August 20, 2001.

Speakers: None.

Action: Postpone to the meeting of September 17, 2001 at the request of the Recreation and Park Department. (Vote of 5 to 0)

0635-01-1 **Accomplishments for Fiscal Year 2000 - 2001 - Executive Officer Performance Rating. (Item No. 8)**

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0318-01-7 **Determination of future employability: disciplinary release of permanent probationary appointment of Kenneth Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of October 1, 2001 at the request of Peter Liederman, Attorney. (Vote of 5 to 0)

0750-00-4 **Appeal by Peter Gavney of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 10)**

August 6, 2001: Continue to the meeting of August 20, 2001 pending additional information from the City Attorney.

Speakers: Capt. William Carey, San Francisco Fire Department
Molly Stump, Deputy City Attorney
Asst. Deputy Chief Khairul Ali, San Francisco Fire Department

Action: Adopt report. Deny the appeal of Peter Gavney. Sustain the decision of the Human Resources Director. (Vote of 3 to 2); Commissioners Casper and Gorrono dissent.

0748-00-4	**Appeal by Alan Sandner of background rejection for Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 11)**	
	August 6, 2001:	Postpone to the meeting of August 20, 2001 at the request of Mr. Sandner.
	Speakers:	None.
	Action:	Adopt report. Deny the appeal of Alan Sandner. Sustain the decision of the Human Resources Director. Mr. Sandner failed to appear. (Vote of 5 to 0)
0380-01-4	**Appeal by Boghabofa Abrakasa of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**	
	Speakers:	Faith Van Putten, Municipal Transportation Agency Boghabofa Abrakasa, Appellant
	Action:	Adopt report. Deny the appeal of Boghabofa Abrakasa. Sustain the decision of the Municipal Transportation Agency. (Vote of 5 to 0)
0393-01-4	**Appeal by Lorena Diaz of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**	
	Speakers:	None.
	Action:	Adopt report. Deny the appeal of Lorena Diaz. Sustain the decision of the Municipal Transportation Agency. Ms. Diaz failed to appear. (Vote of 5 to 0)
0324-01-4	**Appeal by Danny Hue Young of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**	
	Speakers:	Faith Van Putten, Municipal Transportation Agency Danny Hue Young, Appellant
	Action:	Adopt report. Deny the appeal of Danny Hue Young. Sustain the decision of the Municipal Transportation Agency. (Vote of 5 to 0)

0380-01-4	**Appeal by Timothy Meno of background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**	
	Speakers:	None.
	Action:	Adopt report. Deny the appeal of Timothy Meno. Sustain the decision of the Municipal Transportation Agency. Mr. Meno failed to appear. (Vote of 5 to 0)
0773-00-7	**Determination of future employability: dismissal from permanent civil service appointment of Dexter Bibbs, Asphalt Finisher (Job Code 7404), San Francisco International Airport. (Item No. 16)**	
	August 6, 2001:	Postpone to the meeting of August 20, 2001 at the request of Dexter Bibbs.
	Speakers:	Dolores Blanding, San Francisco International Airport Tom Harrison, Laborers Union Local 261
	Action:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 5 to 0)
0254-01-7	**Determination of future employability: resignation of permanent probationary appointment with services unsatisfactory of Benjamin Cheng, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 17)**	
	Speakers:	Faith Van Putten, Municipal Transportation Agency Benjamin Cheng, Appellant
	Action as amended by the Municipal Transportation Agency:	Accept resignation as certified with services unsatisfactory. (Vote of 5 to 0)

0349-01-7	**Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 18)**		
	Speakers:	Faith Van Putten, Municipal Transportation Agency Veronica Smith, Appellant LeJuene Carter, TWU, Local 250-A	
	Action:	Continue to the meeting of September 17, 2001. (Vote of 5 to 0)	
0636-01-1	**Progress report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 19)**		
	Action:	Approve. (Vote of 5 to 0)	
0637-01-1	**Progress report of Class Consolidation Project. (Item No. 20)**		
	Action:	Approve. (Vote of 5 to 0)	
0638-01-1	**Report on provisional appointments. (Item No. 21)**		
	Speakers:	Rod Auyang, Department of Public Health	
	Action:	Approve. (Vote of 5 to 0)	

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:50 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

08-22-01A10:43 RCVD

SF
C65
#4
8/28/01
special

BELLA SAFONT
PRESIDENT

LD A. CASPER
CE PRESIDENT

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

D. RICHARDSON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

Agenda and Notice of Special Meeting

Tuesday, August 28, 2001
1:30 p.m.

Please Note
Room Location!!

Room 263, City Hall
Board of Supervisors Meeting Room
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Continuation of public comment from Civil Service Commission Special Meeting held on June 18, 2001 on various selection procedures including Statistically Valid Grouping (Sliding Band).

IV. Discussion by Civil Service Commission on various selection procedures including the Statistically Valid Grouping (Sliding Band)

Dr. Sheldon Zedeck will be present to provide expertise to the Civil Service Commission on various selection procedures.

V. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

A) CONFRENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:
- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

VI. Reconvene in open session:

Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

VII. Update on the Management Classification Compensation Plan (MCCP)

Recommendation: Open for Discussion.

VIII. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Andrea Gourdine, Human Resources Director
Linda Ross/designee, City Attorney's Office
Organization: Municipal Executives' Association (MEA)

Anticipated issue under negotiation:

- Management Classification Compensation Plan

IX. Reconvene in open session

Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

X. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

XI. Adjournment.

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Posted 08/21/01

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes

LLA SAFONT
PRESIDENT

D A. CASPER
IE PRESIDENT

R. GORRONO
MISSIONER

RIENNE PON
MISSIONER

RICHARDSON
MISSIONER

TE FAVETTI
IVE OFFICER

Minutes ~~Agenda and Notice~~ of Special Meeting

Tuesday, August 28, 2001
1:30 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

DOCUMENTS DEPT.

SEP - 7 2001

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09-0

I. The Special Meeting convened at 1:41 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Adrienne Pon

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Continuation of public comment from Civil Service Commission Special Meeting held on June 18, 2001 on various selection procedures including Statistically Valid Grouping (Sliding Band).

Speakers:

1) Diane Sidd-Champion Attorney Local 798
2) Paul Chin, President, Asian Firefighters Association
3) Kevin Smith, President, San Francisco Black Firefighters Association
4) Joe Moriarty, Vice President Local 798

IV. Discussion by Civil Service Commission on various selection procedures including the Statistically Valid Grouping (Sliding Band)

Dr. Sheldon Zedeck addressed the Commission to provide expertise to the Civil Service Commission on various selection procedures.

Speaker: Frank Kelly, Local 798

V. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

Action: The Commission voted not to conduct a closed session.
(Vote of 4 to 0)

VI. No closed session was conducted; therefore there was no need to reconvene in open session.

VII. Update and discussion on the Management Classification and Compensation Plan Project (MCCP)

Speakers:

1) Andrea Gourdine, Human Resources Director
2) David Novogrodsky, Local 21
3) Molly Stump, Deputy City Attorney

Andrea Gourdine introduced Marsha Stroope, Deputy Director, Merit System Services who will be working on the Management Classification and Compensation Plan (MCCP).

VIII. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

Action: The Commission voted not to conduct a closed session.
(Vote of 4 to 0)

IX. No closed session was conducted, therefore, there was no need to reconvene in open session

X. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

XI. Adjournment.

4:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

1:00 pm special
1:30 pm special
2:00 pm regular

ABELLA SAFONT
PRESIDENT

NALD A. CASPER
VICE PRESIDENT

A R. GORRONO
COMMISSIONER

A RIENNE PON
COMMISSIONER

DA RICHARDSON
COMMISSIONER

K TE FAVETTI
CUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, September 17, 2001

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

09-13-01 A10 RCVD

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Municipal Transportation Agency (MTA) Merit System Status Report – Part One. (ACTION ITEM)

The Commissioners have been provided the MTA staff report under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

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Posted 09/12/01

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, September 17, 2001

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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RICHARDSON
MMISSIONER

TE FAVETTI
IVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

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Posted 09/12/01

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CITY AND COUNTY OF SAN FRANCISCO

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N R. GORRONO
OMMISSIONER

DRIENNE PON
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RICHARDSON
OMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
September 17, 2001

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ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

DEPARTMENT OF PUBLIC HEALTH SPECIAL REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 17, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of August 20, 2001

Recommendation: Approve.

Regular Meeting of August 20, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0696-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-01/02	Arts Commission	$210,845	Will conduct creative writing classes with youth in need in San Francisco. Teachers serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Continuing	08/31/02
2001-01/02	Adult & Aging Services	$648,338	Will provide funds for caregivers, usually family members or friends, who often have very limited information on available resources and little training or support in their assumed role, with information about available services.	Continuing	06/30/02
4030-01/02	Human Services	$125,000	Will provide employment skills training for Employment Specialists and Eligibility Workers for CalWORKs and other public assistance programs for approximately 600 to 750 staff.	Regular	06/30/02
4031-01/02	Airport	$14,671,283	Will provide architectural/engineering services for the design and construction of a seven story International Terminal Building containing departure and arrival facilities, federal inspection and baggage claim and building utilities.	Regular	08/19/02
4032-01/02	Public Utilities Commission (Water)	$170,000	Will develop Bureau Emergency Operations Plans synchronization with SEMS and in alignment with the SFPUC Emergency Operations Plans.	Regular	11/14/03
4033-01/02	Environment	$1,500,000	Will provide project management and business development services to address Bayview-Hunter's Point-Potrero Hill neighborhood environmental issues due to shutdown, sale and possible expansion of power plants.	Regular	10/31/03
4034-01/02	Airport	$95,000	Will provide laboratory services for the pre-treatment program on wastewater and sludge analysis.	Regular	09/16/03
4035-01/02	Public Utilities Commission (Water)	$4,000,000	Will assist in the development of an Owner-Controlled Insurance Program for workers' compensation, general liability, excess liability builder's risk, professional liability and other coverage.	Regular	12/31/04
4036-01/02	Airport	$250,000	Will provide ongoing studies and surveys to compare laboratory analyses with field data collected from two sites, Richardson Bay and Candlestick Point, that support both Pacific herring and native oysters.	Regular	12/17/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-01/02	Public Works	$500,000	Will provide financial consulting in facilities acquisition in conjunction with the Mission Bay Community Facilities Districts and other public finance districts.	Regular	10/30/04
4038-01/02	Airport	$700,000	Will provide expert structural analyses, expert witness, structural and electrical design, and construction support for the Terminal Upper Level Viaduct Improvement and bridge retrofit.	Regular	09/30/05
4039-01/02	Airport	$120,000	Will provide graphic design and project management services for Airport's Annual Report and calendar.	Regular	06/30/02
4040-01/02	Environment	$355,540	Will design and install a solar and wind power system and an education center at Potrero Middle School to function as learning tools to educate students about solar and wind power energies.	Regular	12/31/02
4041-01/02	Tele-communication & Information Services	$150,000	Will provide expertise in COBOL programming on the WANG system to fulfill service requests, upgrades to the system, implement disaster recovery process and procedure, and assist in planning and testing with WANG and Hewlett Packard platforms.	Regular	06/30/02
4042-01/02	Children, Youth & Families	Increase Amount $55,000 New Amount $81,000	Will provide analysis of San Francisco Police Department's Report Management Systems data from 1993-1999, which will be cross-linked to gang intelligence data systems.	Regular	06/30/02
4081-99/00	Public Health	Increase Amount $100,000 New Amount $1,000,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04
4177-99/00	Tele-Communication & Information Services	Increase Amount $103,500 New Amount $178,500	Will assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Regular	12/31/01
4328-00/01	Public Works	Increase Amount $4,150,000 New Amount $9,650,000	Will continue to provide professional architectural and engineering services to supplement work performed by current staff to design a new 14-story, (energy efficient) office building with two floors below grade.	Regular	12/31/05
4335-00/01	Mayor's Office	Increase Amount $45,000 New Amount $297,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/01
4363-00/01	Treasurer/ Tax Collector	Increase Amount $600,000 New Amount $1,400,000	Will provide services for the migration of the Business Tax Division's tax information system software and database from the existing software language to a modern programming language and a modern Standard Query Language (SQL) database.	Regular	08/31/02

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7) - Action Item**

January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2001:	Off calendar pending resolution of grievance arbitration.
July 16, 2001:	Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
August 6, 2001:	Continue to the meeting of September 17, 2001. The Fire Department is requested to provide additional information.
Recommendation of the San Francisco Fire Department:	Continue to the meeting of October 1, 2001 at the request of the San Francisco Fire Department.

(7) **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0693-01-3) - Action Item**

Recommendation of the Human Resources Director:	Adopt report. Forward to Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (File No. 0342-01-4) - Action Item

Recommendation of the Airport Commission & the Human Resources Director:	Adopt report. Deny the appeal of Marlene Pool. Sustain the decision of the Airport Commission and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (File No. 0400-01-7) - Action Item

July 16, 2001:	Postpone to the meeting of August 20, 2001.
August 20, 2001:	Postpone to the meeting of September 17, 2001 at the request of the Recreation and Park Department.
Recommendation of the Recreation & Park Department:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Recreation and Park Department.

(10) Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0349-01-7) - Action Item

August 20, 2001:	Continue to the meeting of September 17, 2001.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license.

(11) **Determination of future employability: termination of Provisional appointment of Keever Darnell Williams, Health Worker I (Job Code 2585), Department of Public Health. (File No. 0501-01-7) - Action Item**

August 6, 2001:	Postpone to the meeting of September 17, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
Recommendation of the Department of Public Health & the Human Resources Director:	No future employment with the Department of Public Health.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Oscar Lechado, Counselor (Job Code 8320), Juvenile Probation Department. (File No. 0112-00-7) - Action Item**

Recommendation of the Juvenile Probation Department & the Human Resources Director:	No future employment with the Juvenile Probation Department.

(13) **Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (File No. 0510-01-7) - Action Item**

Recommendation of Department of Public Health & the Human Resources Director:	No future employment with the City and County of San Francisco as a Medical Records Clerk (Job Code 2110).

HUMAN RESOURCES DIRECTOR'S REPORT

(14) **Progress report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0697-01-1)**

Recommendation: Approve.

(15) **Progress report of Class Consolidation Project. (File No. 0698-01-1)**

Recommendation: Approve.

(16) **Report on provisional appointments. (File No. 0699-01-1)**

Recommendation: Approve.

DEPARTMENT OF PUBLIC HEALTH SPECIAL REPORT

(17) **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1)**

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(18) **Report on the goals and objectives of the Civil Service Commission for Fiscal Year 2001-2002. (File No. 0701-01-1)**

Recommendation: Approve.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

Adjourned in memory of all the victims and their families who lost their lives in the tragedy of September 11, 2001 in New York City, Washington, D.C. and Pennsylvania with a prayer for peace throughout the Nation and the World.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SA ELLA SAFONT
PRESIDENT

N LD A. CASPER
V CE PRESIDENT

A R. GORRONO
C MMISSIONER

RIENNE PON
C MMISSIONER

D RICHARDSON
C MMISSIONER

ATE FAVETTI
TIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, September 17, 2001
1:30 p.m.

I. The Special Meeting convened at 2:09 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Linda Richardson
Commissioner Rosabella Safont
Excused: Commissioner Adrienne Pon

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 2:11 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Jill Figg, Office of the City Attorney
Dave Johnson, San Francisco Fire Department
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, Office of the City Attorney

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A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

Closed Session ended at 2:42 p.m.

IV. Reconvene in open session at 2:43 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussion held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ELLA SAFONT
PRESIDENT

LD A. CASPER
E PRESIDENT

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

RICHARDSON
MMISSIONER

TE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
September 17, 2001

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:43 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

The meeting convened in memory of all the victims and their families who were injured or who lost their lives in the tragedy of September 11, 2001 in New York City, Washington, D.C. and Pennsylvania.

APPROVAL OF MINUTES

Special Meeting of August 20, 2001

Action: Approve. (Vote of 4 to 0)

Regular Meeting of August 20, 2001

Action: Approve. (Vote of 4 to 0)

Special Meeting of August 28, 2001

Action: Approve. (Vote of 4 to 0)

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0696-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-01/02	Arts Commission	$210,845	Will conduct creative writing classes with youth in need in San Francisco. Teachers serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Continuing	08/31/02
2001-01/02 *Postponed to the meeting of 10/01/01*	Adult & Aging Services	$648,338	Will provide funds for caregivers, usually family members or friends, who often have very limited information on available resources and little training or support in their assumed role, with information about available services.	Continuing	06/30/02
4030-01/02	Human Services	$125,000	Will provide employment skills training for Employment Specialists and Eligibility Workers for CalWORKs and other public assistance programs for approximately 600 to 750 staff.	Regular	06/30/02
4031-01/02	Airport	$14,671,283	Will provide architectural/engineering services for the design and construction of a seven story International Terminal Building containing departure and arrival facilities, federal inspection and baggage claim and building utilities.	Regular	08/19/02
4032-01/02	Public Utilities Commission (Water)	$170,000	Will develop Bureau Emergency Operations Plans synchronization with SEMS and in alignment with the SFPUC Emergency Operations Plans.	Regular	11/14/03
4033-01/02	Environment	$1,500,000	Will provide project management and business development services to address Bayview-Hunter's Point-Potrero Hill neighborhood environmental issues due to shutdown, sale and possible expansion of power plants.	Regular	10/31/03
4034-01/02	Airport	$95,000	Will provide laboratory services for the pre-treatment program on wastewater and sludge analysis.	Regular	09/16/03
4035-01/02	Public Utilities Commission (Water)	$4,000,000	Will assist in the development of an Owner-Controlled Insurance Program for workers' compensation, general liability, excess liability builder's risk, professional liability and other coverage.	Regular	12/31/04
4036-01/02	Airport	$250,000	Will provide ongoing studies and surveys to compare laboratory analyses with field data collected from two sites, Richardson Bay and Candlestick Point, that support both Pacific herring and native oysters.	Regular	12/17/02
4037-01/02	Public Works	$500,000	Will provide financial consulting in facilities acquisition in conjunction with the Mission Bay Community Facilities Districts and other public finance districts.	Regular	10/30/04
4038-01/02	Airport	$700,000	Will provide expert structural analyses, expert witness, structural and electrical design, and construction support for the Terminal Upper Level Viaduct Improvement and bridge retrofit.	Regular	09/30/05
4039-01/02	Airport	$120,000	Will provide graphic design and project management services for Airport's Annual Report and calendar.	Regular	06/30/02
4040-01/02	Environment	$355,540	Will design and install a solar and wind power system and an education center at Potrero Middle School to function as learning tools to educate students about solar and wind power energies.	Regular	12/31/02

41-01/02	Tele-communication & Information Services	$150,000	Will provide expertise in COBOL programming on the WANG system to fulfill service requests, upgrades to the system, implement disaster recovery process and procedure, and assist in planning and testing with WANG and Hewlett Packard platforms.	Regular	06/30/02
42-01/02	Children, Youth & Families	Increase Amount $55,000 New Amount $81,000	Will provide analysis of San Francisco Police Department's Report Management Systems data from 1993-1999, which will be cross-linked to gang intelligence data systems.	Regular	06/30/02
81-99/00	Public Health	Increase Amount $100,000 New Amount $1,000,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04
77-99/00	Tele-Communication & Information Services	Increase Amount $103,500 New Amount $178,500	Will assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Regular	12/31/01
28-00/01	Public Works	Increase Amount $4,150,000 New Amount $9,650,000	Will continue to provide professional architectural and engineering services to supplement work performed by current staff to design a new 14-story, (energy efficient) office building with two floors below grade.	Regular	12/31/05
35-00/01	Mayor's Office	Increase Amount $45,000 New Amount $297,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/01
63-00/01	Treasurer/ Tax Collector	Increase Amount $600,000 New Amount $1,400,000	Will provide services for the migration of the Business Tax Division's tax information system software and database from the existing software language to a modern programming language and a modern Standard Query Language (SQL) database.	Regular	08/31/02

Speakers: Jane Sullivan, San Francisco International Airport spoke on PSC #4039-01/02.

Action: PSC #2001-01/02 postponed to the meeting of October 1, 2001; Commissioner Gorrono dissents on PSC #4039-01/02 (Vote of 3 to 1); Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0677-99-7 Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 6)

January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2001:	Off calendar pending resolution of grievance arbitration.
July 16, 2001:	Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
August 6, 2001:	Continue to the meeting of September 17, 2001. The Fire Department is requested to provide additional information.
Speakers:	None.
Action:	Continue to the meeting of October 1, 2001 at the request of the San Francisco Fire Department. (Vote of 4 to 0)

0693-01-3 Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 7)

Speakers:	None.
Action:	Adopt report. Forward to Board of Supervisors. (Vote of 4 to 0)

0342-01-4 Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (Item No. 8)

Speakers:	None.
Action:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney. (Vote of 4 to 0)

0400-01-7 **Determination of future employability: dismissal from permanent civil service appointment of Floyd Mitchell, Custodian (Job Code 2708), Recreation and Park Department. (Item No. 9)**

July 16, 2001: Postpone to the meeting of August 20, 2001.

August 20, 2001: Postpone to the meeting of September 17, 2001 at the request of the Recreation and Park Department.

Speakers:
Terry Daniel, Recreation and Park Department
Floyd Mitchell, Appellant
James Bryant, SEIU Local 790

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of an appropriate substance abuse program. (Vote of 4 to 0)

0349-01-7 **Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**

August 20, 2001: Continue to the meeting of September 17, 2001.

Speakers: None.

Action: Postpone to the meeting of October 1, 2001 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0501-01-7 **Determination of future employability: termination of Provisional appointment of Keever Darnell Williams, Health Worker I (Job Code 2585), Department of Public Health. (Item No. 11)**

August 6, 2001: Postpone to the meeting of September 17, 2001 at the request of Frank Martin del Campo, SEIU Local 790.

Speakers:
James Peavey, Department of Public Health
Frank Martin del Campo, SEIU Local 790
Keever Darnell Williams, Appellant
James Loyce, Department of Public Health-AIDS Office

Action: No future employment with the Department of Public Health. Mr. Williams withdrew his appeal. (Vote of 4 to 0)

0112-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Oscar Lechado, Counselor (Job Code 8320), Juvenile Probation Department. (Item No. 12)**

Speakers: None.

Action: No future employment with the Juvenile Probation Department. Mr. Lechado failed to appear. (Vote of 4 to 0)

0510-01-7 **Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (Item No. 13)**

Speakers:
James Peavey, Department of Public Health
Patrocinio Nagar, Appellant
Susan Sturtevant, Department of Public Health

Action: Postpone to the meeting of October 1, 2001. (Vote of 4 to 0)

0697-01-1 **Progress report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0698-01-1 **Progress report of Class Consolidation Project. (Item No. 15)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0699-01-1 **Report on provisional appointments. (Item No. 16)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0700-01-1 **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 17)**

Speakers: Rod Auyang, Department of Public Health

Action: Postpone to the meeting of October 1, 2001. (Vote of 4 to 0)

0701-01-1 **Report on the goals and objectives of the Civil Service Commission for Fiscal Year 2001-2002. (Item No. 18)**

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

OSAB LLA SAFONT
PRESIDENT

ONA A. CASPER
VIC PRESIDENT

GAN . GORRONO
CO MISSIONER

A IENNE PON
CO MISSIONER

NDA CHARDSON
CO MISSIONER

K E FAVETTI
CU E OFFICER

September 13, 2001

NOTICE

Due to the "San Francisco Day Of Remembrance" the Civil Service Commission Special Meeting – Open Session at 1:00 p.m. has been rescheduled to October 1, 2001 at 1:00 p.m. Call the Commission Office at 252-3247, if there are questions or if further information is required.

CIVIL SERVICE COMMISSION

Kate Favetti

KATE FAVETTI
Executive Officer

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
Agenda and Notice of Special Meeting – Closed Session

Monday, October 1, 2001

12:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
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OMMISSIONER

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OMMISSIONER

RICHARDSON
OMMISSIONER

KATE FAVETTI
UTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 09/26/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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C. Policy on Written Submissions by Appellants

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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CITY AND COUNTY OF SAN FRANCISCO

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ALD A. CASPER
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N R. GORRONO
COMMISSIONER

DRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, October 1, 2001

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Municipal Transportation Agency (MTA) Merit System Status Report – Part One. (ACTION ITEM)

The Commissioners have been provided the MTA staff report under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

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Posted 09/26/01

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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CE PRESIDENT

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OMMISSIONER

DRIENNE PON
OMMISSIONER

RICHARDSON
OMMISSIONER

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TIVE OFFICER

AGENDA

Regular Meeting
of
October 1, 2001

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1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

DEPARTMENT OF PUBLIC HEALTH SPECIAL REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 1, 2001
2:00 p.m.

ITEM NO.

1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of September 17, 2001 - 1:00 p.m.

Recommendation: Approve.

Special Meeting of September 17, 2001 - 1:30 p.m.

Recommendation: Approve.

Regular Meeting of September 17, 2001

Recommendation: Approve.

4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0696-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-01/02	Adult & Aging Services	$648,338	Will provide funds for caregivers, usually family members or friends, who often have very limited information on available resources and little training or support in their assumed role, with information about available services.	Continuing	06/30/02

September 17, 2001: Postpone to the meeting of October 1, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0734-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-01/02	Human Services	$125,000	Will provide CalWORKS and PAES male and female participants with interview appropriate professional clothing, accessories, haircut and image counseling to enhance the participant's self esteem and increase their employment potential.	Continuing	06/30/04
4043-01/02	Juvenile Probation	$375,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs of any kind.	Regular	06/30/02
4044-01/02	Arts Commission	$500,000	Will fabricate and install a sculpture at San Francisco Zoo.	Regular	09/15/03
4045-01/02	Recreation and Parks	$75,000	Will develop and implement a Visitor Services and Operation Plan for the Conservatory of Flowers.	Regular	06/01/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (File No. 0510-01-7) - Action Item**

September 17, 2001: Continue to the meeting of October 1, 2001.

Recommendation of the Department of Public Health: Continue to the meeting of October 15, 2001 at the request of the Department of Public Health.

(8) **Proposed amendment to Civil Service Rule 114, Article VII - Section 114.38.3 - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I. (File No. 0735-01-5) - Action Item**

Recommendation: Adopt.

(9) **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1)**

September 17, 2001: Postpone to the meeting of October 1, 2001.

Recommendation: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by Stephen O'Sullivan and Roop Jindal of the Human Resources Director's decision to deny the results of the Senior Engineer (Job Code 5211) examinations. (File No. 0736-01-4) - Action Item**

Recommendation of the Human Resources Director: Deny the appeals of Stephen J. O'Sullivan and Dr. Roop L. Jindal of the Senior Engineer (Job Code 5211) examinations.

(11) Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (File No. 0342-01-4) - Action Item

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
Recommendation of the Airport Commission & the Human Resources Director:	Adopt report. Deny the appeal of Marlene Pool. Sustain the decision of the Airport Commission and the Human Resources Director.

(12) Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (File No. 0104-00-4) - Action Item

August 6, 2001:	Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson
Recommendation of the Human Resources Director:	Deny the appeal of discrimination by Paul Nelson on the Sheriff's Lieutenant examination.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0349-01-7) - Action Item

August 20, 2001:	Continue to the meeting of September 17, 2001.
September 17, 2001:	Continue to the meeting of October 1, 2001 at the request of the Municipal Transportation Agency.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; No future employment in any position, in any department within the City and County of San Francisco that requires a Class B or Class BP driver's license.

(14) **Determination of future employability: disciplinary release of permanent probationary appointment of Kenneth Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0318-01-7) - Action Item**

August 20, 2001:	Postpone to the meeting of October 1, 2001 at the request of Peter Liederman, Attorney.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service, and; No future employment with the Municipal Transportation Agency.

(15) **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7) - Action Item**

January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2001:	Off calendar pending resolution of grievance arbitration.
July 16, 2001:	Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
August 6, 2001:	Continue to the meeting of September 17, 2001. The Fire Department is requested to provide additional information.
September 17, 2001:	Continue to the meeting of October 1, 2001 at the request of the San Francisco Fire Department.
Recommendation of the San Francisco Fire Department:	No future employment as a Payroll Clerk (Job Code 1220) in the San Francisco Fire Department.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, October 1, 2001
12:00 p.m.

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SA ELLA SAFONT
PRESIDENT

NLD A. CASPER
V CE PRESIDENT

A R. GORRONO
C MMISSIONER

RIENNE PON
C MMISSIONER

D RICHARDSON
C MMISSIONER

ATE FAVETTI
C IVE OFFICER

I. The Special Meeting convened at 12:28 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started 12:29 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Deputy Director, DHR
Molly Stump, Deputy City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 1:40 p.m.

IV. Reconvene in open session at 1:40 p.m.

A) The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: Approve. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:41 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SAELLA SAFONT
PRESIDENT

LD A. CASPER
VE PRESIDENT

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

RICHARDSON
MMISSIONER

ATE FAVETTI
CTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, October 1, 2001
1:00 p.m.

I. The Special Meeting convened at 1:42 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Municipal Transportation Agency (MTA) Merit System Status Report – Part One. (ACTION ITEM)

Speakers:
1) Larry Williams, HR Deputy General Manager, MTA
2) Candy Heurlin, MTA, Recruitment, Selection & Classification
3) Bud McNaughton, MTA Safety, Security & Training
4) Michael Casey, Dept. Personnel Officer, MTA

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

Alice Fialkin – Local 200 responded to concerns raised by the Commission regarding Training, the conduct of trainers and the lack of training.

V. Adjournment.

3:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

N R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
October 1, 2001

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

3:14 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present (Missed Items 15, 16 and 17)
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of September 17, 2001 - 1:00 p.m.

Action: Approve. (Vote of 5 to 0)

Special Meeting of September 17, 2001 - 1:30 p.m.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of September 17, 2001

Action: Approve. (Vote of 5 to 0)

0696-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-01/02	Adult & Aging Services	$648,338	Will provide funds for caregivers, usually family members or friends, who often have very limited information on available resources and little training or support in their assumed role, with information about available services.	Continuing	06/30/02

September 17, 2001: Postpone to the meeting of October 1, 2001.

Speakers: John Clark, Department of Aging & Adult Services
Darrick Lam, Department of Aging & Adult Services

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0734-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-01/02 *Over to meeting of 10/15/01*	Human Services	$125,000	Will provide CalWORKS and PAES male and female participants with interview appropriate professional clothing, accessories, haircut and image counseling to enhance the participant's self esteem and increase their employment potential.	Continuing	06/30/04
4043-01/02	Juvenile Probation	$375,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs of any kind.	Regular	06/30/02
4044-01/02	Arts Commission	$500,000	Will fabricate and install a sculpture at San Francisco Zoo.	Regular	09/15/03
4045-01/02	Recreation and Parks	$75,000	Will develop and implement a Visitor Services and Operation Plan for the Conservatory of Flowers.	Regular	06/01/02

Speakers: Susan Schorr, Department of Human Services spoke on PSC #2002-01/02.
Liz Jackson-Simpson and Sheila Arcelona, Juvenile Probation spoke on PSC #4043-01/02.

Action: Postpone PSC #2002-01/02 to the meeting of October 15, 2001; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0510-01-7 **Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (Item No. 7)**

September 17, 2001: Continue to the meeting of October 1, 2001.

Speakers: None.

Action: Continue to the meeting of October 15, 2001 at the request of the Department of Public Health. (Vote of 5 to 0)

0735-01-5 **Proposed amendment to Civil Service Rule 114, Article VII - Section 114.38.3 - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I. (Item No. 8)**

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0700-01-1 **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 8)**

September 17, 2001: Postpone to the meeting of October 1, 2001.

Speakers: None.

Action: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health. (Vote of 5 to 0)

0736-01-4 **Appeal by Stephen O'Sullivan and Roop Jindal of the Human Resources Director's decision to deny the results of the Senior Engineer (Job Code 5211) examinations. (Item No. 9)**

Speakers:
Karen Taylor, Department of Human Resources
Leslie Abbott, IFPTE Local 21
Roop Jindal, Appellant

Action: Deny the appeals of Stephen J. O'Sullivan and Roop L. Jindal of the Senior Engineer (Job Code 5211) examinations. Mr. O'Sullivan failed to appear. Leslie Abbott, IFPTE Local 21 spoke on behalf of Mr. O'Sullivan. (Vote of 5 to 0)

0342-01-4 **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (Item No. 10)**

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
Speakers:	None.
Action:	Postpone to the meeting of October 15, 2001 at the request of Terence O. Mayo, Attorney. The Commission stipulated this would be the last continuance granted. (Vote of 5 to 0)

0104-00-4 **Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (Item No. 12)**

August 6, 2001:	Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson
Speakers:	None.
Action:	Postpone to the meeting of November 5, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson. (Vote of 5 to 0)

0349-01-7 **Determination of future employability: disciplinary release of permanent probationary appointment of Veronica Smith, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

August 20, 2001:	Continue to the meeting of September 17, 2001.
September 17, 2001:	Continue to the meeting of October 1, 2001 at the request of the Municipal Transportation Agency.
Speakers:	None.
Action:	Cancel any current examination and eligibility status; No future employment in any position, in any department within the City and County of San Francisco that requires a Class B or Class BP driver's license. Ms. Smith failed to appear. (Vote of 5 to 0)

0318-01-7 **Determination of future employability: disciplinary release of permanent probationary appointment of Kenneth Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

August 20, 2001:	Postpone to the meeting of October 1, 2001 at the request of Peter Liederman, Attorney.
Speakers:	None.
Action:	Cancel any current examination and eligibility status in Job Code 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service, and; No future employment with the Municipal Transportation Agency. Mr. Nelson failed to appear. (Vote of 5 to 0)

0677-99-7 **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 15)**

January 5, 2000:	Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2001:	Off calendar pending resolution of grievance arbitration.
July 16, 2001:	Postpone to the meeting of August 6, 2001 at the request of Frank Martin del Campo, SEIU Local 790.
August 6, 2001:	Continue to the meeting of September 17, 2001. The Fire Department is requested to provide additional information.
September 17, 2001:	Continue to the meeting of October 1, 2001 at the request of the San Francisco Fire Department.

0677-99-7 (continued)

Speakers:	Binnie Singh, San Francisco Fire Department Frank Martin del Campo, SEIU Local 790 Nathaniel Winston, on behalf of appellant Rev. Victor Medearis, on behalf of appellant Lorrie Beth Slonsky, on behalf of appellant Rosanna Banias, on behalf of appellant Larry Bradshaw, on behalf of appellant Eunice Booker, Appellant Jano Oscherwitz, SEIU Local 790
Action:	Grant the appeal of Eunice Booker. No restrictions on future employment. Commissioner Pon was excused at 4:35 p.m. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, October 15, 2001

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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MMISSIONER

RICHARDSON
MMISSIONER

ATE FAVETTI
IVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:
- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 10/10/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

N R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
October 15, 2001

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10-10-01 P12:56

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

DEPARTMENT OF PUBLIC HEALTH SPECIAL REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 15, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of October 1, 2001 - 12:00 Noon

Recommendation: Approve.

Special Meeting of October 1, 2001 - 1:00 p.m.

Recommendation: Approve.

Regular Meeting of October 1, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0734-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-01/02	Human Services	$125,000	Will provide CalWORKS and PAES male and female participants with interview appropriate professional clothing, accessories, haircut and image counseling to enhance the participant's self esteem and increase their employment potential.	Continuing	06/30/04

October 1, 2001: Postpone to the meeting of October 15, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0771-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02
4047-01/02	Mayor's Office of Business & Economic Development	$50,500	Will provide financial advisory services pertaining to municipal debt, in particular settlement obligation bonds in connection with payment of judgments related to certain litigation arising from the City's business tax.	Regular	04/01/02
4048-01/02	Mayor's Office of Business & Economic Development - TI	$350,000	Will provide independent analyses of the thoroughness and defensibility of the environmental work conducted by the Navy, and to assure the compatibility of the Navy's proposed remediation activities with the Authority's redevelopment plans.	Regular	06/30/02
4049-01/02	Arts Commission	$57,000	Will prepare final design, obtain cost estimates, procure engineering and then fabricate, transport, and install artwork for the South East Water Pollution Control Facility.	Regular	12/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-01/02	Arts Commission	$800,000	Will prepare final design and engineering for LED video and alphanumeric screen, fabricate, transport, and install at the Moscone Center Expansion Project.	Regular	12/31/02
4051-01/02	Public Library	Increase Amount $24,000 New Amount $87,000	Will offer teen workshops conducted by professionals in the college and job counseling fields.	Regular	12/31/01

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
June 18, 2001:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.
July 16, 2001:	Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.
Recommendation of the Executive Officer:	Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (File No. 0852-00-3) - Action Item**

March 19, 2001: Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

May 7, 2001: Postpone to the meeting of August 6, 2001 at the request of Michael Cohen, Attorney.

August 6, 2001: Postpone to the meeting of October 15, 2001 at the request of Gilbert Griffin, Attorney. The Commission stipulated that this would be the last continuance granted.

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of Lisa Watkins. Sustain the decision of the Human Resources Director.

(9) **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (File No. 0342-01-4) - Action Item**

September 17, 2001: Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.

Recommendation of the Airport Commission & the Human Resources Director: Adopt report. Deny the appeal of Marlene Pool. Sustain the decision of the Airport Commission and the Human Resources Director.

(10) **Request from Anthony Jones for reconsideration of a ban from working in a department. (File No. 0772-01-7) - Action Item**

Recommendation of the Human Resources Director: Adopt staff report. Approve removal of employment restriction banning Anthony Jones from future employment with the Department of Public Health.

(11) **Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (File No. 0629-01-4) - Action Item**

Recommendation of the Department of Human Services & the Human Resources Director: Adopt staff report. Deny the appeal by Arturo Revelo on behalf of Josephine Bautista et.al.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (File No. 0510-01-7) - Action Item**

September 17, 2001: Continue to the meeting of October 1, 2001.

October 1, 2001: Continue to the meeting of October 15, 2001 at the request of the Department of Public Health.

Recommendation of the Department of Public Health & the Human Resources Director: No future employment with the City and County of San Francisco as a Medical Records Clerk (Job Code 2110).

(13) **Determination of future employability: dismissal of permanent civil service appointment of James O. Melton, Stationary Engineer (Job Code 7334) Department of Public Health. (File No. 0465-01-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director: Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; No future employment with the Department of Public Health, and; Must successfully complete a substance abuse/rehabilitation program.

(14) **Determination of future employability: dismissal of permanent civil service appointment of Catherine K. Cheng, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0363-01-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0773-01-1)**

Recommendation: Approve.

(16) **Progress report on Class Consolidation Project. (File No. 0774-01-1)**

Recommendation: Approve.

(17) **Report on provisional appointments. (File No. 0775-01-1)**

Recommendation: Approve.

DEPARTMENT OF PUBLIC HEALTH SPECIAL REPORT

(18) **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1)**

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
Recommendation:	Open for discussion.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

OGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

NDA RICHARDSON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, October 15, 2001
1:30 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

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PUBLIC LIBRARY

I. The Special Meeting convened at 1:48 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started 1:49 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Marsha Stroope, Deputy Director, DHR
Molly Stump, Deputy City Attorney
Lizzette Henríquez, Civil Service Commission

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 1:54 p.m.

IV. Reconvene in open session at 1:54 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0).

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

OSABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 15, 2001

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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10-19-01 A10:52 RCVD

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 1, 2001 - 12:00 Noon

Action: Approve. (Vote of 4 to 0)

Special Meeting of October 1, 2001 - 1:00 p.m.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 1, 2001

Action: Approve. (Vote of 4 to 0)

0734-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-01/02	Human Services	***$112,000*** ***Decreased from $125,000***	Will provide CalWORKS and PAES male and female participants with interview appropriate professional clothing, accessories, haircut and image counseling to enhance the participant's self esteem and increase their employment potential.	Continuing	06/30/04

October 1, 2001: Postpone to the meeting of October 15, 2001.

Speakers: Susan Schorr, Department of Human Services
David Curto, Department of Human Services

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0771-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02 ***Over to meeting of 11/5/01***	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02
4047-01/02	Mayor's Office of Business & Economic Development	$50,500	Will provide financial advisory services pertaining to municipal debt, in particular settlement obligation bonds in connection with payment of judgments related to certain litigation arising from the City's business tax.	Regular	04/01/02
4048-01/02	Mayor's Office of Business & Economic Development - TI	$350,000	Will provide independent analyses of the thoroughness and defensibility of the environmental work conducted by the Navy, and to assure the compatibility of the Navy's proposed remediation activities with the Authority's redevelopment plans.	Regular	06/30/02
4049-01/02	Arts Commission	$57,000	Will prepare final design, obtain cost estimates, procure engineering and then fabricate, transport, and install artwork for the South East Water Pollution Control Facility.	Regular	12/31/02
4050-01/02	Arts Commission	$800,000	Will prepare final design and engineering for LED video and alphanumeric screen, fabricate, transport, and install at the Moscone Center Expansion Project.	Regular	12/31/02
4051-01/02	Public Library	Increase Amount $24,000 New Amount $87,000	Will offer teen workshops conducted by professionals in the college and job counseling fields.	Regular	12/31/01

0771-01-8 (continued)

Speakers: Patty Herrera, Department of Building Inspection spoke on PSC #4046-01/02.
Eila Arbuckle, Mayor's Office of Business & Economic Development spoke on PSC # 4047-01/02 and 4048-01/02.

Action: Postpone PSC #4046-01/02 to the meeting of November 5, 2001. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0142-01-7 Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 7)

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

July 16, 2001: Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.

Speakers: None.

Action: Off calendar. (Vote of 4 to 0)

0852-00-3 Appeal by Lisa Watkins, Transit Operator (Job Code 9163), Municipal Transportation Agency of the decision of the Human Resources Director on the application of Civil Service Commission definition of battery leave. (Item No. 8)

March 19, 2001: Postpone to the meeting of April 16, 2001, at the request of Gilbert Griffin, Attorney.

April 16, 2001: Postpone to the meeting of May 7, 2001, at the request of the Department of Human Resources-Workers Compensation Division.

May 7, 2001: Postpone to the meeting of August 6, 2001 at the request of Michael Cohen, Attorney.

0852-00-3 (continued)

August 6, 2001:	Postpone to the meeting of October 15, 2001 at the request of Gilbert Griffin, Attorney. The Commission stipulated that this would be the last continuance granted.
Speakers:	Minh Vu, Department of Human Resources - Workers' Compensation Division Michael Cohen, Attorney for Ms. Watkins Jeffery Gary, Municipal Transportation Agency
Action:	Off Calendar. The Municipal Transportation Agency to notify the Civil Service Commission when the Administrative Law Judge has ruled on this case. (Vote 4 to 0)

0342-01-4 Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (Item No. 9)

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.
Speakers:	None.
Action:	Off Calendar. (Vote of 4 to 0)

0772-01-7 Request from Anthony Jones for reconsideration of a ban from working in a department. (Item No. 10)

Speakers:	Patricia Peters, Department of Human Resources
Action:	Adopt staff report. Approve removal of employment restriction banning Anthony Jones from future employment with the Department of Public Health. (Vote of 4 to 0)

0629-01-4 Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (Item No. 11)

Speakers:	Bruce Topp, Department of Human Services Larry Shockey, Attorney
Action:	Postpone to the meeting of November 5, 2001. (Vote of 4 to 0)

0510-01-7 Determination of future employability: resignation with unsatisfactory services of permanent civil service appointment of Patrocinio Nagar, Medical Records Clerk (Job Code 2110), Department of Public Health. (Item No. 12)

September 17, 2001: Continue to the meeting of October 1, 2001.

October 1, 2001: Continue to the meeting of October 15, 2001 at the request of the Department of Public Health.

Speakers:
James Peavey, Department of Public Health
Patrocinio Nagar, Appellant
Pat Jackson, SEIU Local 790
Susan Sturtevant, Department of Public Health
Patricia Birmingham, Department of Public Health

Action: No future employment with the City and County of San Francisco as a Medical Records Clerk (Job Code 2110).
(Vote of 4 to 0)

0465-01-7 Determination of future employability: dismissal of permanent civil service appointment of James O. Melton, Stationary Engineer (Job Code 7334) Department of Public Health. (Item No. 13)

Speakers:
Katherine Dere, Department of Public Health
Sheryl Melton (on behalf of Mr. Melton, Appellant)
Conrad Holbrook, Laguna Honda Hospital
Viktor Kirienko, Laguna Honda Hospital

Action: Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; No future employment with the Department of Public Health, and; Must successfully complete a substance abuse/rehabilitation program.
(Vote of 4 to 0)

0363-01-7 Determination of future employability: dismissal of permanent civil service appointment of Catherine K. Cheng, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 14)

Speakers: None.

Action: Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Health. Ms. Cheng failed to appear. (Vote of 4 to 0)

0773-01-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 15)

Action: Approve. (Vote of 4 to 0)

0774-01-1 Progress report on Class Consolidation Project. (Item No. 16)

Action: Approve. (Vote of 4 to 0)

0775-01-1 Report on provisional appointments. (Item No. 17)

Action: Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future. (Vote of 4 to 0)

0700-01-1 Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 18)

September 17, 2001: Postpone to the meeting of October 1, 2001.

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.

Speakers: Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health.

Action: Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BELLA SAFONT
PRESIDENT

LD A. CASPER
CE PRESIDENT

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

RICHARDSON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, November 5, 2001

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Municipal Transportation Agency (MTA) Merit System Status Report Part Two – Classification Plan Affecting Service Critical Classes. (Charter Section 8A.104) (ACTION ITEM)

The Commissioners have been provided the MTA staff report under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 10/31/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BELLA SAFONT
PRESIDENT

ALD A. CASPER
ICE PRESIDENT

N R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, November 5, 2001
1:00 p.m.

City Hall, Room 416

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I. The Special Meeting convened at 1:42 p.m.

Present:	Commissioner Donald A. Casper Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono Commissioner Adrienne Pon

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Municipal Transportation Agency (MTA) Merit System Status Report Part Two – Classification Plan Affecting Service Critical Classes. (Charter Section 8A.104) (ACTION ITEM)

Speakers:
1) Larry Williams, HR Deputy General Manager, MTA
2) Candy Heurlin, MTA

The Commissioners reviewed and discussed the MTA Merit System Report. MTA Staff responded to Commissioners' questions regarding the Report. The Commission expressed its appreciation to MTA for their Merit System report.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

2:01 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

ABELLA SAFONT
PRESIDENT

D NALD A. CASPER
VICE PRESIDENT

R AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LI A RICHARDSON
COMMISSIONER

KATE FAVETTI
X UTIVE OFFICER

Regular Meeting
November 5, 2001

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 15, 2001

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 15, 2001

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Council of Human Resources Managers (CHRM) will host a "Meet the Civil Service Commissioners" seminar on December 3, 2001 at 12 Noon in Room 416, City Hall.

0771-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

Speakers: Amy Lee, Department of Building Inspection

Action: Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide this service. (Vote of 4 to 0)

0805-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-01/02	Municipal Transportation Agency	$100,000	Will provide actuarial survey concerning the value of the difference between vacation, retirement and health service benefits for Transit Operators.	Regular	12/31/04
4053-01/02	Juvenile Probation	$140,000	Will provide a court ordered diversion and supervision program for at risk youth, to ensure that the youth adhere to conditions of their release.	Regular	06/30/02
4054-01/02	Juvenile Probation	$116,887	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/02
4055-01/02	Human Services	$750,000	Will provide needs assessments, English language skills and cross-cultural communication training to department employees, and vocational English to CalWORKS and PAES participants.	Regular	06/30/04
4056-01/02	Airport	$200,000	Will provide SamTrans express bus service between SFO and Colma Bart Station.	Regular	12/31/02
4057-01/02	Public Health	Increase Amount $140,000 New Amount $185,000	Will provide consulting services to assist the Department of Public Health in preparing for re-accreditation of its medical facilities and continuous improvement strategies.	Regular	06/30/02

Speakers: Vicki Rambo and Mabel Sha, Municipal Transportation Agency spoke on PSC #4052-01/02.
Lonnie Holmes, Juvenile Probation spoke on PSC #4053-01/02.

0805-01-8 (continued)

	Dave Monks, San Francisco International Airport spoke on PSC #4056-01/02.
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0775-01-1 Report on provisional appointments. (Item No. 7)

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
Speakers:	None.
Action:	Postpone to the meeting of December 3, 2001. (Vote of 4 to 0)

0700-01-1 Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 8)

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of December 3, 2001. (Vote of 4 to 0)

0809-01-6 Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002, Pursuant to San Francisco Charter Section 16.9-24 - Equal Employment Opportunity Plans. (Item No. 9)

Speakers:	None.
Action:	Approve the Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002. (Vote of 4 to 0)

0810-01-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2002. (Item No. 10)

Speakers:	None.
Action:	Approve. (Vote of 4 to 0)

0629-01-4 Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (Item No. 11)

October 15, 2001:	Postpone to the meeting of November 5, 2001.
Speakers:	None.
Action:	Postpone to the meeting of December 3, 2001 at the request Larry Shockey, Attorney. (Vote of 4 to 0)

0104-00-4 Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (Item No. 12)

August 6, 2001:	Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson.
October 1, 2001:	Postpone to the meeting of November 5, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson.
Speakers:	James Harrigan, Legal Counsel to the Office of the Sheriff Chris Katzenbach, Attorney for the Appellant Jackie Pun, Office of the Sheriff
Action:	Deny the appeal of discrimination by Paul Nelson on the Sheriff's Lieutenant examination. (Vote of 3 to 1); Commissioner Casper dissents.

0524-01-4 Appeal by Tanya Jeffries of the rejection of application for Program Coordinator (Job Code 9254) San Francisco International Airport. (Item No. 13)

Speakers: None.

Action: Adopt report. Deny the appeal of Tanya Jeffries. Sustain the decision of the Human Resources Director. (Vote of 4 to 0) Ms. Jeffries failed to appear.

0645-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Jene Aguilar, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 14)

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license. (Vote of 4 to 0) Ms. Aguilar failed to appear.

0509-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Mehrdad Tabatabaian, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 15)

Speakers: Mike Casey, Municipal Transportation Agency
LeJeune Carter, TWU Local 250-A

Action: The Municipal Transportation Agency amended its recommendation and removed any restrictions. (No restrictions on the future employment of Mehrdad Tabatabaian.) (Vote of 4 to 0)

0512-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Michael Khoung, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 16)

Speakers: None.

Action: No future employment with the Municipal Transportation Agency. (Vote of 4 to 0) Mr. Khoung failed to appear.

0652-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Phouc Chau, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 17)**

Speakers: None.

Action: Postpone to the meeting of November 19, 2001.
(Vote of 4 to 0)

0804-01-1 **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (Item No. 18)**

Speakers: None.

Action: Postpone to the meeting of December 3, 2002. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ABELLA SAFONT
PRESIDENT

NALD A. CASPER
VICE PRESIDENT

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

A RICHARDSON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

**Regular Meeting
of
November 5, 2001**

**ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place**

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11-01-01A10:31 RCVD

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

SUNSHINE ORDINANCE PRESENTATION

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 5, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of October 15, 2001

Recommendation: Approve.

Regular Meeting of October 15, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0771-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0805-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-01/02	Municipal Transportation Agency	$100,000	Will provide actuarial survey concerning the value of the difference between vacation, retirement and health service benefits for Transit Operators.	Regular	12/31/04
4053-01/02	Juvenile Probation	$140,000	Will provide a court ordered diversion and supervision program for at risk youth, to ensure that the youth adhere to conditions of their release.	Regular	06/30/02
4054-01/02	Juvenile Probation	$116,887	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/02
4055-01/02	Human Services	$750,000	Will provide needs assessments, English language skills and cross-cultural communication training to department employees, and vocational English to CalWORKS and PAES participants.	Regular	06/30/04
4056-01/02	Airport	$200,000	Will provide SamTrans express bus service between SFO and Colma Bart Station.	Regular	12/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-01/02	Public Health	Increase Amount $140,000 New Amount $185,000	Will provide consulting services to assist the Department of Public Health in preparing for re-accreditation of its medical facilities and continuous improvement strategies.	Regular	06/30/02

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Report on provisional appointments. (File No. 0775-01-1) - Action Item

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
Recommendation:	Postpone to the meeting of December 3, 2001.

(8) Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1) - Action Item

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
Recommendation:	Postpone to the meeting of December 3, 2001.

(9) **Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002, Pursuant to San Francisco Charter Section 16.9-24 - Equal Employment Opportunity Plans. (File No. 0809-01-6) - Action Item**

Recommendation:	Approve the Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002.

(10) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2002. (File No. 0810-01-1) - Action Item**

Recommendation:	Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (File No. 0629-01-4) - Action Item**

October 15, 2001:	Postpone to the meeting of November 5, 2001.
Recommendation of the Department of Human Services & the Human Resources Director:	Adopt staff report. Deny the appeal by Arturo Revelo on behalf of Josephine Bautista et.al.

(12) **Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (File No. 0104-00-4) - Action Item**

August 6, 2001:	Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson.
October 1, 2001:	Postpone to the meeting of November 5, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson.
Recommendation of the Human Resources Director:	Deny the appeal of discrimination by Paul Nelson on the Sheriff's Lieutenant examination.

(13) **Appeal by Tanya Jeffries of the rejection of application for Program Coordinator (Job Code 9254) San Francisco International Airport. (File No. 0524-01-4) - Action Item**

Recommendation of the Human Resources Director and the San Francisco International Airport: Adopt report. Deny the appeal of Tanya Jeffries. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Determination of future employability: disciplinary release of entrance probationary appointment of Jene Aguilar, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0645-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license.

(15) **Determination of future employability: disciplinary release of entrance probationary appointment of Mehrdad Tabatabaian, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0509-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: No future employment with the Municipal Transportation Agency.

(16) **Determination of future employability: disciplinary release of entrance probationary appointment of Michael Khoung, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0512-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: No future employment with the Municipal Transportation Agency.

(17) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Phouc Chau, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0652-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: No future employment with the Municipal Transportation Agency that requires a Class B of Class BP driver's license.

SUNSHINE ORDINANCE PRESENTATION

(18) **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (File No. 0804-01-1)**

Recommendation: Open for discussion.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **ADJOURNMENT**

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Civil Service Commission

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Agendas/Minutes

November 5, 2001

2:00 p.m.

ROOM 416, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 15, 2001

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 15, 2001

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Council of Human Resources Managers (CHRM) will host a "Meet the Civil Service Commissioners" seminar on December 3, 2001 at 12 Noon in Room 416,
City Hall.

0771-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

Speakers: Amy Lee, Department of Building Inspection

Action: Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide this service. (Vote of 4 to 0)

0805-01-8 Review of requests for approval of proposed personal services contracts.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-01/02	Municipal Transportation Agency	$100,000	Will provide actuarial survey concerning the value of the difference between vacation, retirement and health service benefits for Transit Operators.	Regular	12/31/04
4053-01/02	Juvenile Probation	$140,000	Will provide a court ordered diversion and supervision program for at risk youth, to ensure that the youth adhere to conditions of their release.	Regular	06/30/02
4054-01/02	Juvenile Probation	$116,887	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, advanced computer literacy program, and a vocational component for	Regular	06/30/02

			youth who have completed the program.		
4055-01/02	Human Services	$750,000	Will provide needs assessments, English language skills and cross-cultural communication training to department employees, and vocational English to CalWORKS and PAES participants.	Regular	06/30/04
4056-01/02	Airport	$200,000	Will provide SamTrans express bus service between SFO and Colma Bart Station.	Regular	12/31/02
4057-01/02	Public Health	Increase Amount $140,000 New Amount $185,000	Will provide consulting services to assist the Department of Public Health in preparing for re-accreditation of its medical facilities and continuous improvement strategies.	Regular	06/30/02

Speakers: Vicki Rambo and Mabel Sha, Municipal Transportation Agency spoke on PSC #4052-01/02.

Lonnie Holmes, Juvenile Probation spoke on PSC #4053-01/02.

0805-01-8 (continued)

Dave Monks, San Francisco International Airport spoke on PSC #4056-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0775-01-1 Report on provisional appointments. (Item No. 7)

October 15, 2001: Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed

Examination Plan for meeting current objectives as well as hiring priorities in the future.

Speakers: None.

Action: Postpone to the meeting of December 3, 2001. (Vote of 4 to 0)

0700-01-1 Report by the Department of Public Health on the Decentralized Unit's

Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 8)

September 17, 2001: Postpone to the meeting of October 1, 2001.

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.

October 15, 2001: Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of December 3, 2001. (Vote of 4 to 0)

0809-01-6 Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002, Pursuant to San Francisco Charter Section 16.9-24 - Equal Employment Opportunity Plans. (Item No. 9)

Speakers: None.

Action: Approve the Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2001/2002. (Vote of 4 to 0)

0810-01-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2002. (Item No. 10)

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0629-01-4 Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (Item No. 11)

October 15, 2001: Postpone to the meeting of November 5, 2001.

Speakers: None.

Action: Postpone to the meeting of December 3, 2001 at the request Larry Shockey, Attorney. (Vote of 4 to 0)

0104-00-4 Complaint of discrimination by Paul Nelson on the Sheriff's Lieutenant (Job Code 8310) examination. (Item No. 12)

August 6, 2001: Postpone to the meeting of October 1, 2001 at the request of Christopher Katzenbach, Attorney for Mr.

Nelson.

October 1, 2001: Postpone to the meeting of November 5, 2001 at the request of Christopher Katzenbach, Attorney for Mr. Nelson.

Speakers: James Harrigan, Legal Counsel to the Office of the Sheriff

Chris Katzenbach, Attorney for the Appellant

Jackie Pun, Office of the Sheriff

Action: Deny the appeal of discrimination by Paul Nelson on the
Sheriff's Lieutenant examination. (Vote of 3 to 1);

Commissioner Casper dissents.

0524-01-4 Appeal by Tanya Jeffries of the rejection of application for Program Coordinator
(Job Code 9254) San Francisco International Airport. (Item No. 13)

Speakers: None.

Action: Adopt report. Deny the appeal of Tanya Jeffries. Sustain the decision of the Human Resources Director. (Vote of 4 to 0) Ms. Jeffries failed to appear.

0645-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Jene Aguilar, Transit Operator (Job Code 9163),
Municipal Transportation Agency. (Item No. 14)

Speakers: None.

Action: Cancel any current examination and eligibility status; No
future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver's license.
(Vote of 4 to 0) Ms. Aguilar failed to appear.

0509-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Mehrdad Tabatabaian, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 15)

Speakers: Mike Casey, Municipal Transportation Agency

LeJeune Carter, TWU Local 250-A

	Action:	The Municipal Transportation Agency amended its recommendation and removed any restrictions. (No restrictions on the future employment of Mehrdad Tabatabaian.) (Vote of 4 to 0)

0512-01-7 Determination of future employability: disciplinary release of entrance probationary appointment of Michael Khoung, Transit Operator (Job Code 9163),
Municipal Transportation Agency. (Item No. 16)

Speakers:	None.
Action:	No future employment with the Municipal Transportation Agency. (Vote of 4 to 0) Mr. Khoung failed to appear.

0652-01-7 Determination of future employability: resignation with services unsatisfactory of
permanent civil service appointment of Phouc Chau, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 17)

Speakers:	None.
Action:	Postpone to the meeting of November 19, 2001. (Vote of 4 to 0)

0804-01-1 Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance.
(Item No. 18)

Speakers:	None.
Action:	Postpone to the meeting of December 3, 2002. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:30 p.m.

Return to Agendas/Minutes

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
11/19/01

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORIAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 19, 2001

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ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 19, 2001
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of November 5, 2001

Recommendation: Approve.

Regular Meeting of November 5, 2001

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0771-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001:	Postpone to the meeting of November 5, 2001.
November 5, 2001:	Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested a representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide the service.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0843-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-01/02	Recreation and Park Department	$150,000	Will continue to provide administrative support to fully implement District Park Planning Committees in Supervisorial Districts 3, 4, 5, 6, 7, 9 and 11; and develop and administer new District Park Planning Committees for districts 1, 2, 8 and 10.	Regular	07/01/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-01/02	Airport	$9,135,000	Will prepare necessary environmental review and permit application documents to obtain requisite government approvals to create tidal marsh, tidal flat, wetlands, and open bay water on the mitigation site for Airport's runway reconfiguration project.	Regular	12/31/06
4060-01/02	Human Resources	$220,000	Will provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/03
4061-01/02	Recreation and Park Department	$492,500	Will provide management and supervision to implement improvements at the AIDS Memorial Grove in Golden Gate Park. Prepare and maintain documentation, drawings, specifications, bid and award of contract, construction inspection and oversight.	Regular	12/31/03
4062-01/02	Recreation and Park Department	$550,000	Will provide training and support services for community gardens located on City-owned property and the Bay Trails Program.	Regular	06/30/04
4063-01/02	Arts Commission	$900,000	Will prepare initial and final design, prepare cost estimates, and procure engineering; fabricate, transport, and install artwork or supervise its implementation by fabricator or general contractor.	Regular	12/31/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Micah Norris of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0684-00-4) - Action Item

Recommendation of the San Francisco Police Department & the Human Resources Director: Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

(8) Appeal by Jesus Alvarez, Jr. of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0419-01-4) - Action Item

Recommendation of the Office of the Sheriff & the Human Resources Director: Deny the appeal of Jesus Alvarez, Jr. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

(9) **Appeal by Markangelo Lovitt of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0610-01-4) - Action Item**

Recommendation of the Office of the Sheriff & the Human Resources Director:	Deny the appeal of Markangelo Lovitt. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

(10) **Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0612-01-4) - Action Item**

Recommendation of the Office of the Sheriff & the Human Resources Director:	Deny the appeal of Sanford Taylor. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Phouc Chau, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0652-01-7) - Action Item**

November 5, 2001:	Postpone to the meeting of November 19, 2001.
Recommendation of the Municipal Transportation Agency:	No future employment with the Municipal Transportation Agency that requires a Class B of Class BP driver's license.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Ledesma, Automotive Mechanic (Job Code 7381), Municipal Transportation Agency. (File No. 0757-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse, and; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Progress report on Class Consolidation Project. (File No. 0845-01-1)**

Recommendation: Approve.

(14) **Report of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter Imposed "CAP". (File No. 0846-01-1)**

Recommendation: Approve.

(15) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0847-01-1)**

Recommendation: Approve.

(16) **Report on provisional appointments. (File No. 0848-01-1)**

Recommendation: Approve.

(17) **Adjustments to the Fiscal Year 2001-2002 Human Resources Budget. (File No. 0844-01-1) - Action Item**

Recommendation of the Human Resources Director: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(18) **Activities of the Civil Service Department from July 1, 2001 through October 31, 2001. (File No. 0849-01-1)**

Recommendation: Approve.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

R ABELLA SAFONT
PRESIDENT

D NALD A. CASPER
ICE PRESIDENT

R N R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

L DA RICHARDSON
COMMISSIONER

KATE FAVETTI
X UTIVE OFFICER

MINUTES

Regular Meeting
November 19, 2001

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of November 5, 2001

Action: Approve. (Vote of 3 to 0)

Regular Meeting of November 5, 2001

Action: Approve. (Vote of 3 to 0)

0771-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

November 5, 2001: Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested a representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide the service.

Speakers:
Larry Badiner, Planning Department
Molly Stump, Deputy City Attorney
Amy Lee, Department of Building Inspection

Action: Postpone to the meeting of January 7, 2002. (Vote of 2 to 1). Commissioner Safont dissents.

0843-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-01/02	Recreation and Park Department	$150,000	Will continue to provide administrative support to fully implement District Park Planning Committees in Supervisorial Districts 3, 4, 5, 6, 7, 9 and 11; and develop and administer new District Park Planning Committees for districts 1, 2, 8 and 10.	Regular	07/01/02
4059-01/02	Airport	$9,135,000	Will prepare necessary environmental review and permit application documents to obtain requisite government approvals to create tidal marsh, tidal flat, wetlands, and open bay water on the mitigation site for Airport's runway reconfiguration project.	Regular	12/31/06
4060-01/02	Human Resources	$220,000	Will provide off-site storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with government regulations governing off-site storage.	Regular	06/30/03
4061-01/02	Recreation and Park Department	$492,500	Will provide management and supervision to implement improvements at the AIDS Memorial Grove in Golden Gate Park. Prepare and maintain documentation, drawings, specifications, bid and award of contract, construction inspection and oversight.	Regular	12/31/03
4062-01/02	Recreation and Park Department	$550,000	Will provide training and support services for community gardens located on City-owned property and the Bay Trails Program.	Regular	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-01/02	Arts Commission	$900,000	Will prepare initial and final design, prepare cost estimates, and procure engineering; fabricate, transport, and install artwork or supervise its implementation by fabricator or general contractor.	Regular	12/31/02

Speakers: Rick Kimball, Recreation and Park Department and Linda Hunter, Neighborhood Parks Council spoke on PSC #4058-01/02.
Rick Kimball, Recreation and Park Department and Gary Pike, National Aids Memorial spoke on PSC #4061-01/02.
Rick Kimball, Recreation and Park Department and Cory Calandra, San Francisco League of Urban Gardeners (SLUG) spoke on PSC #4062-01/02.
Kerry Ko, Department of Human Resources and Maryellen Vergas, Department of Human Resources-Workers Compensation Division spoke on PSC #4060-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0684-00-4 **Appeal by Micah Norris of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 7)**

Speakers: None.

Action: Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. (Vote of 3 to 0) Mr. Norris failed to appear.

0419-01-4 **Appeal by Jesus Alvarez, Jr. of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 8)**

Speakers: None.

Action: Deny the appeal of Jesus Alvarez, Jr. Sustain the decision of the Office of the Sheriff and the Human Resources Director. (Vote of 3 to 0) Mr. Alvarez, Jr. failed to appear.

0610-01-4 **Appeal by Markangelo Lovitt of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 9)**

Speakers: Sgt. Ken Ferrigno, Sheriff Department
Markangelo Lovitt, Appellant

Action: Deny the appeal of Markangelo Lovitt. Sustain the decision of the Office of the Sheriff and the Human Resources Director. (Vote of 3 to 0)

0612-01-4 **Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of January 7, 2002 at the request of Sanford Taylor. (Vote of 3 to 0)

0652-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Phouc Chau, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 11)**

November 5, 2001: Postpone to the meeting of November 19, 2001.

Speakers: None.

Action: No future employment with the Municipal Transportation Agency that requires a Class B of Class BP driver's license. (Vote of 3 to 0) Mr. Chau failed to appear.

0757-01-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Alan Ledesma, Automotive Mechanic (Job Code 7381), Municipal Transportation Agency. (Item No. 12)**

Speakers: Parveen Boparai, Municipal Transportation Agency
John Moran, Automotive Machinist Lodge Local 1414
Alan Ledesma, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) years experience outside the City and County service effective the separation date of September 11, 2001; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse, and; No future employment with the Municipal Transportation Agency. (Vote of 3 to 0)

0845-01-1 **Progress report on Class Consolidation Project. (Item No. 13)**

Action: Approve. (Vote of 3 to 0)

0846-01-1 **Report of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter Imposed "CAP". (Item No. 14)**

Action: Approve. (Vote of 3 to 0)

0847-01-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 15)**

Action: Approve. (Vote of 3 to 0)

0848-01-1 **Report on provisional appointments. (Item No. 16)**

Action: Approve. (Vote of 3 to 0)

0844-01-1 **Adjustments to the Fiscal Year 2001-2002 Human Resources Budget. (Item No. 17)**

Action: Approve. (Vote of 3 to 0)

0849-01-1 **Activities of the Civil Service Department from July 1, 2001 through October 31, 2001. (Item No. 18)**

Action: Approve. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

R SABELLA SAFONT
PRESIDENT

D NALD A. CASPER
VICE PRESIDENT

RAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

L DA RICHARDSON
COMMISSIONER

KATE FAVETTI
XCUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, December 3, 2001

12:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. The Council of Human Resources Managers (CHRM) meets the Civil Service Commissioners

Open for discussion

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 11/28/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

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CHRM invites you to

Meet the Civil Service Commissioners

Rosabella Safont, President
Donald A. Casper, Vice President
Morgan Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner

The Commissioners welcome City human resources staff to meet them at a special informal meeting prior to their regular meeting.

Monday, December 3, 2001

12:00 noon - 1:15 p.m.

City Hall, Room 416

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(Room 416 will be open at 11:30 a.m. Please be prompt.)

Note: Food & beverages are not allowed in the meeting room.

CHRM Board: Sam Kinghorne (Library), Katie Hobin (City Attorney), Leo Sauceda (DHS), Jerry Kessler (DHR), Jackie Pun (Sheriff), Tutti Moreno (City College), & Gilda Cassanego (DHR)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
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NDA RICHARDSON
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KATE FAVETTI
ECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.

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PUBLIC LIBRARY

Regular Meeting
of
December 3, 2001

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VA NESS AVENUE, SUITE 720 ◆ SAN FRANCISCO, CA 94102-6033 ◆ (415) 252-3247 ◆ FAX (415) 252-3260 ◆ www.ci.sf.ca.us/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 3, 2001
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of November 19, 2001

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0897-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-01/02	City Planning	$325,000	Will prepare environmental impact reviews and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	06/30/03
4065-01/02	Public Works	$918,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owners.	Regular	06/30/02
4066-01/02	Telecommunication & Information Services	$103,200	Will provide expertise for Internet/Intranet Servers/Services and Network Security, and perform more difficult system upgrades and enhancements to the Internet Servers and the Internet Firewall.	Regular	12/31/03
4067-01/02	Telecommunication & Information Services	$500,000	Will provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system, and analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	12/31/03
4068-01/02	Telecommunication & Information Services	$206,080	Will provide system software and special technical support services in the following areas: Operating System upgrades and customization; Customer Information Control System upgrade and migration; and FAMIS technical system support.	Regular	12/31/03
4069-01/02	Telecommunication & Information Services	$396,000	Will provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	12/31/03
4070-01/02	Telecommunication & Information Services	$210,000	Will participate in the development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Will analyze technical requirements and data design; and write technical programming specifications.	Regular	12/31/03
4071-01/02	Telecommunication & Information Services	$800,000	Will provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. Will maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	12/31/03
4072-01/02	Mayor's Office - Business & Economic Development	$140,000	Will provide financial advisory services pertaining to leveraged leasing transactions.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $1,520,000 New Amount $2,440,000	Will provide consultation and technical advisory services for energy efficiency and conservation, renewable energy resources, distributed generation, peak conventional fuels generation, and transmission additions to increase electric reliability.	Regular	09/30/03
4073-01/02	Mayor's Office of Emergency Services	Increase Amount $855,000 New Amount $900,000	Will audit existing Disaster Recovery Assistance Financial Records; submit applications to recover citywide outstanding Federal/State disaster funds; and create a database tracking system for application submission and financial reimbursements.	Regular	12/31/03
4174-99/00	Tele-communication & Information Services	Increase Amount $147,820 New Amount $445,074	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0415-01-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.

(7) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0416-01-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Request from Noel Santiago for reconsideration of a ban of working in a department. (File No. 0896-01-7) - Action Item**

Recommendation:	Adopt staff report. Approve removal of employment restriction banning Mr. Santiago from future employment with the Department of Public Health.

(9) **Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (File No. 0629-01-4) - Action Item**

October 15, 2001:	Postpone to the meeting of November 5, 2001.
November 5, 2001:	Postpone to the meeting of December 3, 2001 at the request of Larry Shockey, Attorney.
Recommendation of the Department of Human Services & the Human Resources Director:	Adopt staff report. Deny the appeal by Arturo Revelo on behalf of Josephine Bautista et.al.

(10) **Report on provisional appointments. (File No. 0775-01-1) - Action Item**

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
Recommendation of the Human Resources Director:	Approve.

(11) **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1) - Action Item**

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
Recommendation:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Esmirna Tibay, Certified Nursing Assistant (Job Code 2302), Department of Public Health. (File No. 0655-01-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(13) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (File No. 0353-01-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director:	No future employment with the Department of Public Health.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) ADJOURNMENT

Civil Service Commission
City and County of San Francisco

OSABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

NDA RICHARDSON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, December 3, 2001
12:00 p.m.

I. The Special Meeting convened at 12:10 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Adrienne Pon

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. The Council of Human Resources Managers (CHRM) meets the Civil Service Commissioners

The Commissioners met with members of CHRM. Representatives of employee organizations were also present.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

1:15 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

SABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

NDA RICHARDSON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Regular Meeting
December 3, 2001

2:00 P.M.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

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ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 19, 2001

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

Due to various Winter holidays in December, the Civil Service Commission will meet only once on December 3, 2001. The meeting of December 18, 2000 is canceled.

A Special Meeting will be held on December 10, 2001 at 2:00 p.m. in City Hall, Room 400 to consider Certification of Eligibles - Rule 313, applicable to the Uniformed Ranks of the San Francisco Fire Department. Rule 313 will be the only item on the Agenda.

0897-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-01/02	City Planning	$325,000	Will prepare environmental impact reviews and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	06/30/03
4065-01/02	Public Works	$918,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owners.	Regular	06/30/02
4066-01/02	Telecommunication & Information Services	$103,200	Will provide expertise for Internet/Intranet Servers/Services and Network Security, and perform more difficult system upgrades and enhancements to the Internet Servers and the Internet Firewall.	Regular	12/31/03
4067-01/02 ***Conditional approval***	Telecommunication & Information Services	$500,000	Will provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system, and analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	12/31/03
4068-01/02 ***Conditional approval***	Telecommunication & Information Services	$206,080	Will provide system software and special technical support services in the following areas: Operating System upgrades and customization; Customer Information Control System upgrade and migration; and FAMIS technical system support.	Regular	12/31/03
4069-01/02 ***Conditional approval***	Telecommunication & Information Services	$396,000	Will provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	12/31/03
4070-01/02 ***Conditional approval***	Telecommunication & Information Services	$210,000	Will participate in the development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Will analyze technical requirements and data design; and write technical programming specifications.	Regular	12/31/03
4071-01/02 ***Conditional approval***	Telecommunication & Information Services	$800,000	Will provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. Will maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	12/31/03
4072-01/02	Mayor's Office - Business & Economic Development	$140,000	Will provide financial advisory services pertaining to leveraged leasing transactions.	Regular	12/31/03
4030-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $1,520,000 New Amount $2,440,000	Will provide consultation and technical advisory services for energy efficiency and conservation, renewable energy resources, distributed generation, peak conventional fuels generation, and transmission additions to increase electric reliability.	Regular	09/30/03
4073-01/02	Mayor's Office of Emergency Services	Increase Amount $855,000 New Amount $900,000	Will audit existing Disaster Recovery Assistance Financial Records; submit applications to recover citywide outstanding Federal/State disaster funds; and create a database tracking system for application submission and financial reimbursements.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4174-99/00 *Conditional approval*	Telecommunication & Information Services	Increase Amount $147,820 New Amount $445,074	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02

Speakers: Bonita Davenport and Darwin Helmuth, Planning Department spoke on PSC #4064-01/02.
Jim Horan, Department of Public Works and Paul Sacamano, Department of Public Works, Urban Forestry spoke on PSC #4065-01/02.
Oliana Sadler and Shawn Allison, Department of Telecommunications & Information Services spoke on PSC # 4066-01/02 and PSC # 4067-01/02.
Fred Weiner, Hetch Hetchy Water & Power spoke on PSC # 4030-99/00.

Action: The Civil Service Commission directed the Planning Department staff to submit to the Executive Officer a copy of the Planning Commission's action on PSC #4064-01/02. PSC #4067-01/02 through PSC #4071-01/02 and PSC #4174-99/00 were granted qualified/conditional approval. The department was instructed to present additional information on the scope of services of the contracts to the Commissioners at its meeting of January 7, 2002. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0415-01-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 6)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations. (Vote of 4 to 0)

0416-01-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 7)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations. (Vote of 4 to 0)

0896-01-7 **Request from Noel Santiago for reconsideration of a ban of working in a department. (Item No. 8)**

Speakers: None.

Action: Adopt staff report. Approve removal of employment restriction banning Mr. Santiago from future employment with the Department of Public Health. (Vote of 4 to 0)

0629-01-4 **Appeal of the examination process for Eligibility Worker Supervisor (Job Code 2907). (Item No. 9)**

October 15, 2001: Postpone to the meeting of November 5, 2001.

November 5, 2001: Postpone to the meeting of December 3, 2001 at the request of Larry Shockey, Attorney.

Speakers: Bruce Topp, Department of Human Services
Larry Shockey, Attorney for Appellants

Action: Adopt staff report. Deny the appeal by Arturo Revelo on behalf of Josephine Bautista et.al. (Vote of 4 to 0)

0775-01-1 **Report on provisional appointments. (Item No. 10)**

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
Speakers:	Rod Auyang, Department of Public Health
Action:	Postpone to the meeting of January 7, 2002. (Vote of 4 to 0)

0700-01-1 **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 11)**

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
Speakers:	Rod Auyang, Department of Public Health
Action:	Postpone to the meeting of January 7, 2002. (Vote of 4 to 0)

0655-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Esmirna Tibay, Certified Nursing Assistant (Job Code 2302), Department of Public Health. (Item No. 12)**

Speakers: None.

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 4 to 0) Ms. Tibay failed to appear.

0353-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Richard Rothman raised his concern regarding the Human Resources Director's report at the meeting of November 19, 2001; specifically, the cumulative and ending dates in the Report of Exempt Appointments under certain Charter Sections. He also raised the question of how to make permanent appointments as opposed to provisional appointments from the beginning.

Mr. Rothman also addressed the report on Adjustments to the Fiscal Year 2001-2002 Human Resources Budget and the department not meeting deadlines for giving examinations. Where there is a permanent requisition, examinations will do away with provisional appointments and departments can only make permanent or probationary appointments.

ADJOURNMENT

4:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, December 10, 2001

2:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, specifically Rule 313 – Certification of Eligibles.

December 14, 2000: Posted for Meet and Confer.

Recommendation: Adopt.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 12/5/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, December 10, 2001
2:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

I. The Special Meeting was called to order at 2:20 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Patrick Skain spoke inquiring about the process and whether public comment will be received prior to the Commission making a decision.

III. Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, specifically Rule 313 – Certification of Eligibles.

December 14, 2000: Posted for Meet and Confer.

Speakers:
1) Kate Favetti, Executive Officer, CSC
2) Diane Sidd-Champion, Attorney for S.F. Fire Fighters Local 798
3) John Hanley, President, S.F. Fire Fighters Local 798
4) Patrick Skain, S.F. Fire Fighters Local 798

The Meeting recessed at 2:47 p.m. to convene the 2:30 p.m. Special Meeting – Closed Session: Conference with Labor Negotiator Rule 313 and reconvened at 4:12 p.m.

Action: Continue to the meeting of January 7, 2002.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

4:14 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

OSABELLA SAFONT
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VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, December 10, 2001
2:30 p.m.

I. The Special Meeting convened at 2:48 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started 2:50 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Linda Ross, Office of the City Attorney
Gene Rucker, Civil Service Commission
Anita Sanchez, Civil Service Commission
Marsha Stroope, Department of Human Resources
Molly Stump, Office of the City Attorney

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A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 4:12 p.m.

IV. Reconvene in open session at 4:12p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

4:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

OSABELLA SAFONT
PRESIDENT

ONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, December 10, 2001
2:30 p.m.

I. The Special Meeting convened at 4:20 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e)
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 4:21 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Civil Service Commission
Marsha Stroope, Department of Human Resources
Molly Stump, Office of the City Attorney

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A) CONFERENCE WITH LABOR NEGOTIATOR
(ACTION ITEM)
Andrea Gourdine, Human Resources Director
Linda Ross/designee, City Attorney's Office
Organization: Municipal Executives' Association (MEA)

Anticipated issue under negotiation:

- Management Classification and Compensation Plan (MCCP)

Closed Session ended at 4:37 p.m.

IV. Reconvene in open session 4:38 p.m.

Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

4:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

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Monday, December 10, 2001

2:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

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The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 12/6/01

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

Civil Service Commission

Agendas/Minutes
Monday, December 10, 2001
2:30 p.m.

I. The Special Meeting convened at 2:48 p.m.

Present: Commissioner Donald A. Casper

Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon

Commissioner Linda Richardson

Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).

(Action Item)

Action: The Commission voted to conduct a closed session.

(Vote of 5 to 0)

Closed Session started 2:50 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC

Donald A. Casper, Vice President, CSC

Morgan R. Gorrono, Commissioner

Adrienne Pon, Commissioner

Linda Richardson, Commissioner

Kate Favetti, Executive Officer, CSC

Andrea Gourdine, Human Resources Director

Lizzette Henríquez, Civil Service Commission

Linda Ross, Office of the City Attorney

Gene Rucker, Civil Service Commission

Anita Sanchez, Civil Service Commission

Marsha Stroope, Department of Human Resources

Molly Stump, Office of the City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR

(Discussion Item)

Kate Favetti, Executive Officer, CSC

Gene Rucker, Labor Negotiator, CSC

Linda Ross/designee, City Attorney's Office

Organization: Firefighters - Local 798

Anticipated issue under negotiation:

· Fire Rules:

· 313 - Certification of Eligibles

Closed Session ended at 4:12 p.m.

IV. Reconvene in open session at 4:12p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (Action Item)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

4:12 p.m.

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